

## SME Information Collection Framework

Module Introduction	Time to Complete:
<b>Title:</b>	
<b>Item Description:</b> Provide a few sentences describing this item. This will be displayed in the LMS when students see the list of content items.	
<b>First Paragraph:</b> Provide a welcome and introductory paragraph. Include a “hook” to get learner attention.	
<b>Second Paragraph:</b> Provide deeper information here for the learner. What will they be learning in this module? The beginning of this section is a good place for any advice or warnings.	
<b>Reading Overview:</b> Briefly describe the reading. (Remember, this will be covered more in depth later, but we want to make the	

introduction a one-stop-shop).	
<b>Activities and Assignments:</b> Provide a bulleted list of all activities and assignments in this module. If it has a completion date, include that too.	
<b>Final Advice:</b> Provide some advice for the learners to take with them into the rest of the module.	

Module Readings	Time to Complete:
<b>Item Description:</b> Provide a few sentences describing this item. This will be displayed in the LMS when students see the list of content items.	
<b>Introductory Paragraph:</b> Provide a paragraph introducing the readings and explain their purpose (as a whole) to the learners.	
<b>For Each Reading Section/Resource:</b> List the pages/chapters and the source, then provide specific guidance for the learners when they are reading through this section. Copy this row as many times as needed to capture each reading section.	
<b>Active Reading Guidance:</b> Provide information for students about what they should be looking for in the readings. What can they do to make this a more active task?	

Repeat this section for each piece of media in this module.

Video/Media	Time to Complete:
<b>Item Description:</b>	

Provide a few sentences describing this item. This will be displayed in the LMS when students see the list of content items.	
<b><i>For each video/media item, repeat the following 4 rows.</i></b>	
<b>Media Name:</b> Provide the name of the piece of media being used.	
<b>Link/Source:</b> Provide the link to the media being used. If this is a video, make sure that it is a) free to use, and b) has closed captioning to remain ADA compliant.  If possible, include a backup link/source in case the first stops working.	
<b>Media Description:</b> In broad strokes, describe the media for learners so they know what they are getting into when they begin. If a specific section of the video is important, call that out here.	
<b>Guiding Questions:</b> Provide a list of questions for learners to be answering as they watch the video.	
<b>Commentary:</b> Provide your commentary for this resource. Why was it selected? What do you want students to gain from it? How is this resource related to the rest of the module, or to the course at large.	
<b><i>End Repeating Section</i></b>	
<b>Conclusion:</b> Provide 2-3 sentences that wrap up this item. Where applicable include "next steps" to direct students where to go next.	

Repeat this section for all discussions (graded and ungraded)

<b>Discussion Board</b>	<b>Time to Complete:</b>
<b>Graded?</b>	<b>Score: (If graded)</b>
<b>Discussion Prompt:</b> Write the discussion prompt. Give guidance on the information you are looking for. Clarify anything that might be confusing.	
<b>Discussion Requirements:</b>	

Detail the requirements that learners must follow when making their initial post and responding to others in the class. (Number of responses? Length/detail of response? Etc.)	
<b>Rubric:</b> Attach rubric when you return this framework and list the title of it here.	
<b>Faculty Notes:</b> Provide context, instructions, and grading information for the instructor. Additionally model and provide details about how to engage in the discussion with learners.	

Repeat this section for each assessment in the module

<b>Assessment</b>	<b>Time to Complete:</b>
<b>Title:</b>	
<b>Type of Assessment:</b> (Quiz, Exam, Midterm, Final, etc.)	<b>Score:</b>
<b>Item Description:</b> Provide a few sentences describing this item. This will be displayed in the LMS when students see the list of content items.	
<b>Introduction:</b> Introduce the assessment. What topics will this assessment cover? How many and what time of questions?	
<b>Repeat this section for each TYPE of assessment question</b>	
<b>Questions:</b> On the right provide questions. Make it clear what type of question this is. Use the examples to format your questions.  All questions will be randomized by the LMS, so please leave the correct answers at the top.  If you want to provide any form of feedback, add that after the responses or the question as a whole (see the multiple choice and multiple select for examples)	Multiple Choice Question? *1. Correct answer/Feedback 2. Wrong Answer/Feedback 3. Wrong Answer 4. Wrong Answer  Multiple Select Question? *1. Correct Answer *2. Correct Answer 3. Wrong Answer 4. Wrong Answer  True/False Question? *True (Correct) False

	<p>Short Answer: This is a sentence and the <u>Answer</u> is underlined.</p> <p>Essay Question: Prompt. Answer.</p> <p>Matching question prompt  a. Response/Match  b. Response/Match  c. Response/(LEAVE THIS BLANK IF YOU WANT FEWER MATCHES THAN RESPONSES, OR VICE VERSA)</p>
<p><b>Faculty Notes:</b> Provide context, instructions, and grading information for the instructor.</p>	

Repeat this section for each piece of informational content in the module

Informational Content	Time to Complete:
<b>Title:</b>	
<b>Type of Content Item:</b> (HTML Page, Articulate Storyline interaction, Padlet, etc.)	<b>THIS CELL LEFT INTENTIONALLY BLANK</b>
<p><b>Item Description:</b> Provide a few sentences describing this item. This will be displayed in the LMS when students see the list of content items.</p>	
<p><b>Introduction:</b> Provide one paragraph introducing this content item. This paragraph should clue learners into the content they will be engaging with. Cover the basics of the topic and any background information that you think learners will need.</p>	
<p><b>Instructions for Content Creation:</b> Describe what this item will look like. This information is for your instructional designer, and is not student facing.</p> <p>Describe the colors, fonts, and overall appearance.</p>	

<p>Determine what kind of interaction this item will have (if any). Is this a simple informational object? Will this be interactive?</p> <p>Describe how you want learners to engage with this item. Will they read it? Click through slides? Match items? Click on pins? Etc.</p>	
<p><b>Instructions for Learners:</b> Provide broad-strokes instructions for learners. Don't get bogged down in the specific, technical details of how they will interact with the item, but instead, focus on the learning outcomes they will meet, the questions they will need to ponder, etc.</p>	
<p><b>Conclusion:</b> Provide 1-2 sentences concluding this content item. Link it to previous and subsequent items.</p>	
<p><b>Faculty Notes:</b> Provide context, instructions, and any additional information for the instructor.</p>	

This section is not student-facing, and instead is for the instructor of the course.

<b>Instructor Notes</b>	
<p><b>Introduction:</b> Provide one paragraph describing the module <i>from the instructor point of view</i>. What is this about? Where would learners have encountered it before (if at all)? How can the instructor hook learners?</p>	
<p><b>News Items:</b> {Optional} Provide any news items that the instructor should mention during this module in addition to their own personal news items to post.</p>	
<p><b>Reading Instructions:</b> Provide information for <b>each</b> reading and resource that will be assigned in this module. What kind of questions will learners have? What kind of additional guidance should the instructor provide? Is there more context</p>	

around these resources the instructor should be aware of?	
<b>Common Misunderstandings:</b> Are there areas that learners might struggle? What kind of information may need clarification? Are there topics that may cause confusion or controversy?  Provide guidance to the instructor to help head off some of these issues.	
<b>Tips and Tricks:</b> Provide any insights, tips, and tricks that you have picked up preparing or teaching this course. What do you wish you had known going into this module or topic? What can the instructor do to encourage participation?	
<b>Engagement:</b> Provide guidance to help the instructor engage with the learners throughout the module. Remember, an online or asynchronous course still benefits from an active instructor.	
<b>Additional Resources:</b> Are there any resources that are outside the required materials for the course? If so, provide a list here and for each item give guidance to the instructor on how to use it.	