How to develop an eLearning Module

Guide 8

Marian Haire
Training Coordinator
Overview

“How to develop an eLearning Module “ is a guidance document to assist working groups to systematically work through the process of creating an eLearning Module
How does it work?

This guide document is made up of the following:

• A document control system
• A timeline that shows the process to follow
• A system of templates used to develop the various components of each test
• A quality control and reviewing procedures
• An appendix with NAWI shown as a worked example
Document control

• All documents are registered in the document control matrix
• This allows multiple sharing of documents without confusion
• Documents are created using a naming convention:

  1. Number
  2. Title
  3. Description
  4. Owner
Timeline

The timeline in the document shows:

• The process to be followed
• The approximate time taken
• The documents to be used
Templates

A system of templates with guidance notes

• The templates are in two groups:

  GD series = Guidance documents
  TP series = Test procedures

• Templates are sequentially numbered as they are created

• Example: GD1-01, GD1-02, or TP1-01, TP1-02, TP1-03 etc.
Template Codes

GD series:
• GD1 – Governance Document
• GD2 – Expert review request
• GD3 – Quality control and sign off
Template Codes

TP series:
- TP1 – Test procedures
- TP2 – Animations
- TP3 – Quiz
- TP4 – Assessments
- TP5 – Diagrams
Appendix

• An example of a completed template for all the GD and TP series templates
• A completed Document Control Matrix
• The overview in the main document contains the log in details to the New Zealand NAWI eLearning modules as an example

URL:   https://learning.tradingstandards.govt.nz
Username: tradingstandards@mbie.govt.nz
Password: Trading01
Document Review Process

• Guide 8 was reviewed by the WG for Goods Packed by Measure and NAWI
• All WGs now have access to this document to use as they start developing their eLearning modules
• Sent to all members for feedback by 20 Dec
• Voting will occur in the new year
Thank you

Any questions?