

# HOW TO CREATE A BLENDED ONLINE COURSE

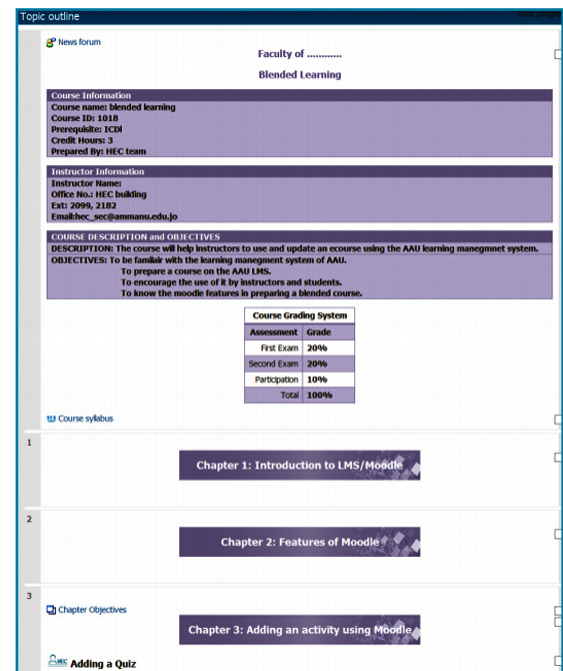
## DEVELOPING NEW COURSE REQUIREMENTS

- **COURSE SYLLABUS** ( From QA)
- **LIST OF TOPICS**
- **COURSE CALENDAR** (course road map/matrix) **WITH THE ASSIGNED ACTIVITIES**
- **A MOODLE ACCOUNT** (user name and password)
- **SOFT COPY OF COURSE REFERENCES**

## STEPS TO CREATE A BLENDED COURSE

### A. Activate your course in Moodle

1. Login to your **Moodle account**.
2. You will find your course in **“my courses”** list or if not just search using course name.
3. Click the button **“Turn editing on”**.
4. Add your **course summary** as explained in the user manual by the action **“insert label”** from **“add resources”** using the appropriate format.
5. In the same block **“block no. zero”** add your course **syllabus\_QA** using **“insert file”** from **“add resources”**.
6. Add your chapter or unit titles starting from block 1 and continue using the other blocks using the template related to your faculty color by **“insert label”** from **“add resources”**.
7. Add unit subtitles under each chapter title in each block using **“insert label”** from **“add resources”**, and note that each subtitle should be alone in one **“insert label”**.
8. Ask and encourage your students to **login to Moodle** and **enroll the course**.
9. For more information click here: **Moodle manual - Step one**.



Topic outline

News forum

Faculty of .....  
Blended Learning

**Course Information**  
Course name: Blended learning  
Course ID: 1018  
Prerequisite: ICM  
Credit Hours: 3  
Prepared By: HEC team

**Instructor Information**  
Instructor Name:  
Office No.: HEC building  
Ext: 2099, 2182  
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**COURSE DESCRIPTION and OBJECTIVES**  
DESCRIPTION: The course will help instructors to use and update an ecourse using the AAU learning management system.  
OBJECTIVES: To be familiar with the learning management system of AAU.  
To prepare a course on the AAU LMS.  
To encourage the use of it by instructors and students.  
To know the moodle features in preparing a blended course.

Course Grading System	
Assessment	Grade
First Exam	20%
Second Exam	20%
Participation	10%
<b>Total</b>	<b>100%</b>

Course syllabus

- 1 Chapter 1: Introduction to LMS/Moodle
- 2 Chapter 2: Features of Moodle
- 3 Chapter Objectives  
Chapter 3: Adding an activity using Moodle

Adding a Quiz

## B. Add your course resources

1. Add your learning objectives for each chapter using “**insert page**” from “**add resources**”.
2. Enrich your course by adding learning materials as (pdf, doc, ppt, flash, flv, images, web link, audio, video...) using “**insert file**” from “**add resources**”.
3. HEC can develop “**Learning Object (LO)**” for your course  
**Learning object** - is a complete independent explanation and evaluation of a specific topic. A complete LO consists of an Introduction, explanation of the Idea and evaluating the information received.
4. For more information click here: **Moodle manual - Step two.**

## C. Make your course interactive

1. Add interactive activities using “**add activity**” such as :

**QUIZES** (Provide Questions, Correct Answers, Feedback for all Answers)

**Drag & Drop**

**Matching**

**Multiple Choice**

**Short Answer**

**Essay**

**True or False**

**WIKI**—Students can edit and work a shared document (like Wikipedia)

**FORUM**— Students and the teacher can discuss a specific topic and share their Ideas (Provide a topic for discussion)

**ASSIGNMENTS** —Teachers can give assignments to students and they can submit their assignments online for the teacher to evaluate it. (Provide assignments.)

2. Use the ready to use “**HEC interactive game templates**” such as *millionaire game, jeopardy, Pyramid, Drag and drop, Click n learn* etc
3. All of the above said activities and assignments are tracked and recorded in Moodle.
4. You can create groups of students for collaborative learning such as case study, problem solving or project based learning.
5. For more information click here: **Moodle manual - Step three.**

#### D. Course Evaluation

1. Make use of all above listed resources and activities as much as you can, to make your course information rich and interactive.
2. Blended courses will be evaluated technically and academically based on approved criteria & procedures by the committee.
3. The approved course will be listed as blended course in the registration department system.
4. All the courses will be evaluated and reported periodically.

**For more info contact  
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