

Module Development Cheat Sheet

Here are a few tips as you develop modules in truenorthlogic.

Course Title

- Consider putting the year in front of your title (18-19). This will help you keep up with courses you have created. You can simply change the dates if the module is applicable the next year.

Course Description

- Use the term “module” and not “course” in your description.
- Include objectives and/or learning targets.
- Include the audience(s) applicable.
- Include who participants will contact should they have any questions.
 - Name
 - Office
 - Email

Credit

- Consider the amount of time it will take someone to complete the module or review the resources.
- A simple module should be a minimum of .5 hours (30 minutes) and no more than 3 renewal hours’ worth of credit.

Notes

- Include step by step directions on what a participant will need to do in order to complete the module. (1, 2, 3, etc.)

Materials

- **DO NOT** link files from your OneDrive.
- All files should be uploaded as a PDF or Word Document.
- If you are using a PowerPoint, add your voice to explain the material included on the PowerPoint and save it as a video.
- Videos should be uploaded to your office’s Microsoft 365 Video channel.
- Complete the Essentials with PowerPoint (Course # 21719) to learn about adding your voice to a PowerPoint and uploading it to your video file.

