7 elements of an effective course

Welcome:
- Course and instructors introduced
- How to navigate course explained to students
- Contact details provided – including whom to contact, when and for what issues
- Course expectations outlined
- Course objective and learning outcomes stated
- Where to get help

Accessible Design
- Consistent formatting (colours, fonts, and italics and bold have the same purpose throughout the course)
- Text is left justified
- Body text is in a Sans font (Arial or Verdana)
- Text contains no large chunks of italics
- Links are the only text underlined (underlining other text is confusing)
- Normal use of capitals. (Lots Of Capitals Makes Reading HARDER)
- Simple colour scheme used throughout the course (2 or 3 colours)
- Text and background colour has a contrast that is easy to read
- Text colour is easy for everyone to read. Avoid: green, red, hot pink, fluro-anything, yellow and purple

Electronic Course Profile (ECP)
- Course activities, content and assessment align and match the ECP

Organise
- Content is in digestible chunks
- Labels for content sections make sense to students starting the course
- Self-assessment is provided after difficult concepts

Assessment
- Students can submit assignments online
- Students can do exams online
- Online activities (e.g. blogs, wikis, group work) are used for assessment

Communication & Collaboration
- Where suitable interactive resources (simulations, real systems) are provided
- Course staff communicate and collaborate with students
- Course activities encourage communication and collaboration amongst students
- Discussion board for communicating with students

Information Resources
- Directions and guidance is short, to the point and in common language
- Audio, video, images and graphs are used to enhance material where appropriate

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