# Clear structures

ISIS/moodle serves as the main eLearning platform at TUB. For this reason it is vital to design courses clearly and in a meaningful way to facilitate learning.

## Accessibility

It is advisable to provide content that involves at least two sensory channels (e.g. auditive, visual, haptic, cognitive). Always add text-based information to video or audio files (abstract, title/subtitle, transcript in PDF format): this will be beneficial not only to students with hearing difficulties but als to students whose mobile phones or internet service access may restrict the amount of traffic.

## Overview and Orientation

Students should be able to access and navigate your material easily. Provide a clear overview so that they are always up-to-date on current material, remaining tasks and upcoming deadlines. Clue: Be specific: *When, what, how* should it be processed? In ISIS/moodle, such details should be indicated in brackets after the URL or other ISIS/moodle activities.

## Consistency: Systematics, design, format

Reflect upon a uniform systematic: Do you intend to display your material on a weekly basis or sorted according to different sets of topics? How do you intend to combine or link material? Try to establish a rhythm so that students know what to expect. Clue: Adjust the weekly or topic related view in your course settings to ouline your content in a clear manner.

## learning outcomes and relevance

- Provide guidance concerning the access requirements and effort required to process tasks or topics
- „nice to have" material should be marked as such

## Transparency

- Clarify requirements and assessment criteria (if necessary)

## Mitigate media selection

- Your selection of media should align with your learning objectives.
- Mixed media may attract attention. Choose them with context in mind.

## Stay in contact: online, too!

It is always good to know „who is on the other end of the line". Engange your students with activities that foster communication and foster collaboration.

Strictly speaking, a name is enough for identification purposes. Human beings are social beings as well, though. Interactive personal contact will therefore have an impact on the learning experiences, too. We recommend:

- A welcome video
- Your image embedded in a „contact" block
- A welcome post in your forum
- A welcome audio, e.g. in a podcast style (this may include team or faculty members)

Display content such as the above-mentioned so that they are always visible. You can add them to the right hand side column or to a text box (do not link to it via URL) so that they always remain at the beginning of your course or a segment.

- Contact details concerning support, feedback and technical advice should be mentioned
- Tools for communication between participants should be implemented. Make them known and facilitate interaction!

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