**Request for an Online Module**

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| **Contact Name:** |  |  |
|  |  |  |
| **Contact Phone:** |  |  |
|  |  |  |
| **School/Service:** |  |  |
|  |  |  |
| **Module Name:** |  |  |
|  |  |  |
| **Timescale/Date Required:** |  |  |

**Please outline the purpose of the module:**

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**Please outline who the module will be aimed at:**

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**Please outline how the course/information is currently provided and a brief rationale for an online module:**

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**Please confirm if the module will be Essential or Desirable:**

Essential Desirable

**If Essential for all staff, please confirm if this has**

**been approved by UET:**

**Please confirm if the module will include a test:**  Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**Please return the completed form to** [**POD@leedsbeckett.ac.uk**](mailto:POD@leedsbeckett.ac.uk)

|  |  |
| --- | --- |
| Section to be completed by the People and OD Team | |
| Name |  |
| Signature |  |
| Approval Date |  |
| Notes |  |

**PROCESS FOR AUTHORING MODULES ON PEOPLE DEVELOPMENT ONLINE**

For any colleague/area who are planning to author a module(s) on People Development Online, please follow the below process:

1. Request a new online module by completing and returning the Request for an Online Module form to [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk).
2. Please note, if the module is essential for all staff to complete, prior approval from UET is required.
3. Once approved, please contact Chris Pickard for the necessary system training to enable you to add the content into the training system – email [c.pickard@leedsbeckett.ac.uk](mailto:c.pickard@leedsbeckett.ac.uk) or call 0113 8125542. Please note -

* *Preparing the content of your module in a Word document (or equivalent) is recommended– including preparing all text, images and test questions. Given the time it can take to draft it can be useful to complete this stage before undertaking the training on how to author a module in the system. This also simplifies the process of transferring content into the system.*
* *When referring to Leeds Beckett University within a module, please use ‘our University’, as opposed to ‘the University’, for example.*

1. Once your module is designed in the system, please contact [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk) to advise who the module should be sent to for piloting and feedback. We suggest that at least 2 colleagues from both within your School/Service are asked for feedback, as well as 2 external to your School/Service. This should be arranged with these colleagues in advance of them being enrolled, explaining the purpose and requesting feedback from them by a particular date

Members of HR, such as the Head of OD and People and OD Co-ordinator, will also view your module and offer feedback to you. At this stage it is likely you will need to make some changes.

1. Due to the above quality assurance processes, *please allow at least 2 weeks* turnaround time between completion of your first drafted module and your date set for going live.
2. Once the module is ready please confirm this with [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk), who will then publish the final version of the module.

**Communication/Promotion**

The module owner is responsible for all communication with colleagues regarding their upcoming enrolment and subsequent responses to enquiries about the module content. Depending on the number of colleagues being enrolled the communication could take the form of an email via Campaign Monitor, for example, that includes a rationale for why they are being enrolled/need to complete the module, as well as relevant contact details for queries/more info. This helps to encourage completion of the module and reduce the number of queries received. Following confirmation of this communication and receipt of the details of the colleagues to enrol (names and usernames/email addresses ideally) we can then arrange the enrolments.

Where the module is only being added to the training library for users to self-enrol the module owner is responsible for the relevant promotion/communication once the module is live.