

A TEMPLATE FOR DESIGN AND DEVELOPMENT OF A COURSE IN μ MOOC FORMAT

The definition: μ MOOC is an online didactic activity in which a topic is usually presented in the most condensed and informative form possible. The duration of the μ MOOC, which includes all the activities that the learner must complete in the course, should not exceed two hours. As part of a more comprehensive course, the individual Micromoooc can also be a completely stand-alone learning unit. Participants receive a certificate for successfully completing a μ MOOC, but can also be rewarded with microcredits, which they then combine. For each μ MOOC, the 1–3 learning objectives (ILOs) that describe what students should know or be able to do at the end of the course need to be accurately defined. Participants should in this way be aware of their previous lack of knowledge or competences in the field of the μ MOOC.

The structure: A μ MOOC should not contain more than 10 activities. Each one must be short: for example, five slides maximum for a PowerPoint presentation; the videos should last between 2–5 minutes. The **title** of the course should be as **short and eye-catching** as possible. The same applies to **course summaries** that should be **maximum 10 lines** and present the topic of the course, its goals and length. Estimated duration of activity should be provided for each activity.

μ MOOC is composed of different activities: Text documents, multimedia documents (videos, photos, PowerPoint documents, Google Docs, H5P) or questions. Each element should also have a specific goal so that the module is not unnecessarily overloaded. It is advisable not to exceed the limit of 10 elements. The elements of micromoooc can also be used independently.

The **recommended structure** for a μ MOOC is as follows:

document/video → activity → video → document → activity → activity → video → document → activity → activity → course worksheet.

Important elements of a μ MOOC are also **cover** and **teaser video**. The cover should be well integrated with the background images (pattern, solid color, etc.). Teaser video should be 1–2 minutes long and provide all the necessary information about the topic, targeted audience, speaker(s) (presenters) and learning objectives. Special care should be devoted to the preparation of these introductory pages. The suggested format could be:

- Title (informative, short and attractive; up to 10 words).
- Abstract/summary (up to 10 lines, could be in a form of bullet points; contains the overview of the topic to be dealt with in the μ MOOC).
- Intended learning outcomes (as bullet points).
- Connections (links) with other similar μ MOOCs.
- Title photo or graphics (integrated into background) to visually present the contents of the μ MOOC.



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- Introductory video (could be as a cartoon, or with "actor(s)"; in any case should whet the appetite and catch the attention of potential participants; too long monologues or static shots are to be avoided).

The elements: The elements for μ MOOCs can be created using various online (H5P, Google Classroom, etc.) and offline authoring tools (iSpring Suite, Articulate 360, Captivate, etc.) and can sometimes already be a part of the learning management system, as is the case of Moodle and Open EdX.

A few more **important aspects** of any μ MOOC that need to be considered:

- The need to have as many interactive activities as possible could not be overstressed. Most of the tools used for construction of μ MOOCs already contain possibilities to incorporate interactions between the participants (for example: an assignment accomplished by one participant is forwarded to another one (anonymously) that has a new task of evaluating his/her peer and thus providing feedback to other participants (and vice versa, of course)).
- Additional interactive approaches could be set up in the way of forums, chats, question-and-answer pages etc. as well as by the interactions (possibly to a lesser degree) with a moderator.
- Setting a dictionary of acronyms, special terms etc.
- Devising criteria (rubrics) to evaluate performance of participants in each activity.
- Issuing certificates at the end of the participation.
- Setting dates of starting a μ MOOC as well as considering what time will be allowed for participants to complete the activities (although μ MOOC is an asynchronous way of learning, there is still some synchronicity needed).
- As with all intellectual outputs carefully consider who are the authors of the μ MOOC and in what order they should be listed.

Constructing a μ MOOC is a cyclic process which requires production of an initial test version which is offered (internally) to a limited (selected) set of participants (approximately 10) that already have some experience with making and using μ MOOC. They need also to be willing to provide in-detail feedback and opinion on the initial μ MOOC thus enabling the authors to improve their product **according to the ADDIE model**. The second (improved) version could be offered to a bit broader audience, but is typically still limited to the selected participants (maybe from other partner institutions inside our project consortium) providing further feedback and (hopefully) ideas for final polishing of the product. μ MOOC thus obtained is ready to be deployed on a broad base via selected (appropriate) MOOC provider, either commercial, academic or self-produced dedicated web page.



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Example of a μ MOOC template:

μ MOOC's Title: _____

Authors: _____

Learning objectives (ILOs):

- _____
- _____
- _____

Keywords:

Summary:

Type of the Activity	Title of Activity	Duration
1. video		2 min
2. H5P presentation		10 min
3. video		3 min
4. quiz		10 min
5. document		15 min
6. audio book		10 min
7. quiz		10 min
8. video		5 min
9. short essay		15 min
10. survey		10 min



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