Completing the ODL template

—A Quick Reference—

Have you read the “Before you start!” section of the user guide?

Cover page
1. Complete the [Document type], [Course title], [Course sub-title], [Institute name] and [School/department name] fields.
2. Don’t forget to do a <CTRL>+<A> plus <F9> (see help instructions at the bottom of the cover page)

Note: If you don’t see the help instructions please follow the instructions under “Show formatting marks” in the “Before you start!” section of the user guide.

Copyright page
1. Add your institute’s copyright text.
2. Complete the address details
   - Your institute name and school/department name should already be updated. If not, do step 2 above.

Acknowledgements page
• Add any acknowledgements applicable to the development of your course material.

Contents page
• Click anywhere inside the table of contents and press <F9> to update the details so far (document type, course title, course sub-title).

Note: Do not make any manual changes as these will be wiped out as you update the contents.

About this […] page:
β Nothing to do here unless you wish to change the standard text.
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Course overview page:
1. Add “Welcome to” text.
2. Add “… is this course suitable for you” text.
3. Add “Course outcomes” text.
4. Add “Timeframe” text.
5. Review “Study skills” text. Modify as required.
6. Add “Need help?” text.
7. Add “Assignments” text.
8. Add “Assessments” text.

Getting around this [...] page
- Nothing to do here unless you wish to replace the icon set with your institute’s own.

Unit 1
1. Add “Introduction” text.
2. Add “Outcomes” text.
3. Add “Terminology” text.
4. Add “First topic heading” and topic content text.
   - You will need to add a variety of activities. Refer to the section “Using graphics” in the user guide.
5. Add “Second topic heading” if applicable and topic content text.
6. Repeat step 5 as often as required.
7. Complete “Unit summary” text.
8. Add “Assignment” text (if applicable). Refer to the section “Removing a unit assignment” in the user guide if it is not needed.
9. Add “Assessment” text (if applicable). Refer to the section “Removing a unit assessment” in the user guide if it is not needed.

Additional units
1. Complete the unit structure as outlined above.
2. Add or remove units as required. Refer to the sections “Adding a new unit” or “Removing a unit” in the user guide.