

	Component	Remark
Organizational side	Course Summary	Short section, answers to question: „What kind of course it is? To whom this course is aimed to?“ This section appears to students, when they are searching courses in Moodle. To add this section select Gear  > Edit settings> Description> Course summary
	Introduction to the course	Free form text that describes the course. Appears on the front page of the course. Usually included as a short paragraph in the beginning of the introductory module, Moodle Page (Add a resource -> Page) or Moodle File (Add a resource -> File) in <i>PDF</i> format.
	ÕIS link	Link to the course info in study information system http://ois.ttu.ee/aine/add-code In Moodle Add a resource -> URL
	E-support link in ÕIS	Link to E-support in ÕIS (if your E-support is not in Moodle)
	Extended syllabus or Study guide+ Action plan	There should be: <ul style="list-style-type: none"> • an Extended syllabus with detailed course schedule and topics • Study guide and Action plan Document(s) should be in PDF format
	The course structure is comprehensive	E-support is logically structured and takes into account the course schedule. Presentation of course material meets technical requirements (same file format throughout the course, pop-up windows). There are sub-structure elements like headings for the content that follows.
	Course feedback 	E-support should include course feedback option that enables to collect information from participants to improve the e-learning process.
Learning materials	Lecture outlines, slides, video and other illustrative materials	Materials should be added in universal format, in case of texts/slides it is PDF. File based learning materials should open on a separate browser tab or in pop-up. In that way we are not directing student out of the e-learning system. For videos it is recommended to use some video streaming service (ex. YouTube, Vimeo, etc.) and add the video as URL. Please do not violate Copyright Laws.
Self-reflection tools	Self-reflection tools (tests, exam preparation questions, thinking tasks etc)	Self-reflection tools give to students a possibility to test their knowledge about the subject. E-supported learning course should include at least one self-reflection possibility that covers most of the course content/topics. It is not mandatory to make it assessable (giving points from the course total).
Feedback	Students can submit assignments through Moodle (recommended)	Topic/module may include different activities in form of uploadable files. Add an activity -> Assignment.* Not a mandatory e-support component.
	Course gradebook clearly states how parts of the course are assessed	Components are divided into categories so that it is easier to follow and differentiate assessable and non-assessable elements. Course total reflects the true sum of the course like 100% or 100 points (it may differ, if bonus points are given). Gear  -> Gradebook setup.
	Teacher's announcements 	Teacher's general announcements to the course participants. In Moodle Add an activity -> Forum.
	Student's questions/answers 	Student's possibility to ask questions in between contact hours, once they have come across with problems / issues / misunderstandings during their self-learning process. In Moodle Add an activity -> Forum.