

Staff Education Policy

CURRENT AS OF 07/04

SUBJECT: Development of NetLearning Computer Based Learning (CBL) Modules

Information:

This policy addresses the development of web based Computer Based Learning modules (CBLs) that will be accessed via the Student Interface in the NetLearning system.

Policy

This system, including the associated CBLs, is for the use of University of Kentucky employees who have been granted access to the NetLearning system.

Developers of CBLs and their respective service areas are responsible for CBL content. Developers are expected to follow all applicable federal, state, and University policies, laws, and regulations.

Developers must get approval from the NetLearning Oversight Committee before a CBL may be placed onto the NetLearning system

Guidelines

1. A CBL must be written in Microsoft PowerPoint 2000 using the NetLearning template. This template, directions for use, a request and tracking form, a test template, and a copy of this policy will be provided to authors who wish to develop and place modules onto the system, Please contact The Learning Center to request a packet with all of these items.
2. Requirements within the content of each CBL:
 - a) The first screen of each CBL module is a title page that must contain the following:
 - Title Bar
 - UK Identification/Logo
 - Curriculum Title (assigned by the NetLearning Oversight Committee)
 - Target Audience
 - Primary Author name, service area, phone #, & email address
 - Date Developed and/or Revised
 - b) The second screen contains a menu (listing) of the CBL module contents. It is possible to link all menu items to specific sections of the module using the hyperlinks provided on the second slide of the template. If there is room on the slide you can include a brief description/introduction to the module.

- c) The final screen of the CBL module must contain a statement indicating that the reader has come to the end of the CBL module. It must also indicate that there is a test associated with this module.
 - d) Read the content of the CBL Template, before modifying it, for more suggestions and details.
3. A test must be associated with each CBL submitted, and the test must follow the standards set forth below.
- a) All test questions will be submitted in the template format that will be given to the author when he/she receives the CBL NetLearning template.
 - b) Each test question answer must not contain more than 90 characters.
 - c) Correct answers must be indicated as required by the template.
 - d) The author must indicate the passing score, the limit on the number of times the student can take the test, whether or not the student must read the CBL before testing, and if the questions are to be given in random order.

NOTE: It is possible to submit more questions than the number of test questions that are given to each student. This will increase the chances that each test is individually constructed

4. Submit a NetLearning CBL Request and Tracking Form, one hard copy and an electronic copy of each CBL module, and one hard copy and an electronic copy of the test questions to the Director of Staff Education Services. The NetLearning Oversight Committee, Staff Education Services, University of Kentucky Hospital, must approve the format of each CBL developed. The NetLearning Oversight Committee will conduct the reviews at their monthly meetings.
5. Each CBL module and associated test must be reviewed annually. The primary author or the author's service area is responsible for this review. Revisions to update CBL modules and tests and requests to delete obsolete CBL modules must be submitted to the Director of Staff Education.

Approved by Training Council
Authorized by Carol Dickey, Director of Staff Education