How to Create a Facilitated Intel® Teach Elements Course in Your Learning Management System (LMS)

Course facilitation materials are provided to support the design and creation of an online facilitated course that is customized to suit your local program delivery needs and LMS features. Materials include:

- **Online Facilitation Script (DOC)—**The script contains online facilitation content that you can adapt to suit your local needs as you design and create a facilitated Intel® Teach Elements Course in your LMS.

- **Facilitation Guide (PDF)—**The guide optimizes the content in the Online Facilitation Script for face-to-face delivery of the Elements Course.

- **E-Learning Course Files—**You can download e-learning course files and host the course on your local server. Your online facilitated course will need to link to the index.htm page in the course files folder. Alternatively, you can link to the course hosted by Intel at www.intel.com/education/elements. (**Note**: Please contact your local IT support for procedures and troubleshooting related to hosting the course from your server.)

- **Sample Facilitation Course—**This course shows one example of online facilitation in an LMS that links to an e-learning Elements Course. This example demonstrates a very simple approach to online facilitation, and uses an LMS for one or two guided online discussions per module. (**Note**: The sample course was created using a customized Moodle platform that prevents using backup and restore to re-create the sample course in other instances of Moodle.)

As you review the sample course and facilitation script, think about the features and functions of your LMS that you might use. Also, consider your online course format, such has hybrid or fully online, length of course, level of facilitator involvement during course, and so forth.

The sample Elements Course is composed of four areas:

- **Facilitation tab—**Provides resources needed for the course facilitator that only the course facilitator can access.

- **Home tab—**Displays course announcements and links to general course information.

- **Course content—**Includes a link to the online version of the course and discussions (organized by module).

- **Checklist—**Offers a checklist participants can use to track progress as they complete the course.

Suggestions for each area include:

- **Facilitation tab—**The content on this tab is visible only to facilitators through role assignment. If you do not have a way to separate facilitation materials so only your facilitator can access the materials, consider providing an electronic or print version of the facilitation guide with any relevant adaptations for your course design and LMS. Include prepared announcements or a detailed schedule/timeline as part of the materials.

- **Home tab—**Consider including:

  - Announcement feature, which enables a facilitator to update all participants

  - Class list, which enables course participants know each other

  - Get acquainted or welcome discussion, which encourages interactions among participants

  - Link to the course syllabus, which reminds participants what they will accomplish

  - Calendar, which helps participants stay visually aware of the course timeframe and deadlines

- **Course Content—**Include a link or directions on how participants should access the course, especially if they will be accessing the course from either a different location online or from a CD. Include directions for each discussion. Providing resources such as the Discussion Suggestions and the Discussion Checklist early in the course encourages participants to contribute engaging and thoughtful postings and responses.

- **Progress Checklist—**If your LMS has a feature that tracks and maintains progress, set up a checklist with key milestones and deliverables. If you do not have a progress function, create a checklist as a resource document that participants can save and print or maintain as a document on a local drive.

Now that you have reviewed the course areas and resources, you are ready to design your Elements Course. You are permitted to modify the facilitation content as needed using the script. You can copy and paste the content directly from the script, or you can copy it from the online sample.

Note: If you use any resource files—Course Syllabus, Discussion Suggestions, or Discussion Checklist—without modifications, you can link directly to the resource on Intel's server to maintain access to the most up-to-date version.