

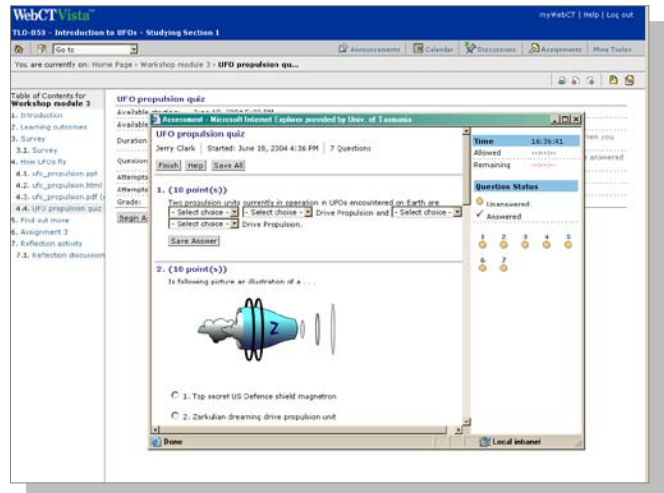
# Introduction to preparing and presenting content

## An online module for staff

**Introduction to preparing and presenting content** takes an introductory look at the process and tools required for developing content for online use.

The module will help you to:

- Plan and design an online educational environment
- Write and edit text for easy access and reading online
- Prepare and present graphics that enhance online learning
- Prepare and present audio and video files that enhance online learning
- Act responsibly when reproducing copyright materials online.



## Structure and format

The module is available online. After you register you will have ongoing access to the module and a sample course. You can access these resources at any time and undertake learning at your own pace.

On successful completion you can assess your own learning using a checklist, which can be used for teaching portfolios etc.

This module is part of the **Teaching Online Essentials** program.

## How long does it take?

The module takes approximately 120 minutes to complete.

## Learning requirements

### Prerequisites

You will need to have basic competence in using a computer and a web-browser. You will also find it useful to have worked through: all of the foundation modules and **Exploring the build view in MyLO**

### Participant requirements

You will need a computer with network / Internet access and you must be a current UTAS staff member to access the learning management system.

## Who is the module suitable for?

Teachers/designers who want to design and build online components.

## How to register

Access the registration webpage at [Teaching & Learning Online](#) and register in the module titled **Introduction to preparing and presenting content**.

## Further enquiries

Contact CALT – call x3504, or email: [training@calt.utas.edu.au](mailto:training@calt.utas.edu.au)