

# Completing the ODL template

—A Quick Reference—

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

## C

### 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)

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**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.

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### 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.

## Z

### 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).

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

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### About this [...] page:

- § Nothing to do here unless you wish to change the standard text.



**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.