TEMPLATE FOR E-TIVITY- tips

Number & sequence	Number: e-tivity & sequence. e.g., Week 2 E-tivity 1.
Title	Enticement to open the invitation to take part Keep it short & interesting
Purpose	If you complete this activity, you will be able to… understand better how to… find it essential for assignment X. (Use verbs! Link directly with your outcomes)
Task Summary	*Come back here when you have worked out the rest of the e-tivity.* One question or task per e-tivity. If you find you have more than one, divide into more sequential e-tivities. Clear brief instruction on how to take part & what to do. When you have written this part, check that the task is self-contained
Spark	Spark to 'light the fire' for the topic, interesting little starter intervention. Link with topic for this week. Opportunity to expose learning resources with the purpose of engaging students in actions.
Individual contribution	Clear instructions to the individual as to what he or she should do in response to the spark. Specify exactly in what media (e.g., Wiki, discussion board, audio file etc.) & by when i.e., the day & date. Tell them the length of contribution expected. Create a link from this part of the invitation to the location for posting responses.
Participation	Request response from an individual to others, what kind of response, how long, where & by when. Key point: learners come online to see if others have read & responded. *Make this happen*. Create a link from this part of the invitation to the location for posting the response.
Tutor/e-moderator/teacher intervention	Clearly indicate what the 'human' will do & when e.g., summarise, give feedback & teaching points & close the e-tivity, & when.
Schedule & Time	Total calendar/elapsed time allowed for this e-tivity. Completion date. Estimate total study time required e.g., 2 x 1 hours.
Next	Link to next action. Try & keep them online and studying if you can!

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