

Online Activity Planning Template ([Salmon, 2013](#))

Activity Number	
Title	<ul style="list-style-type: none"> ● Enticement to open the invitation to take part. ● Very brief descriptor. ● Be inventive and creative, but keep it very short.
Purpose	<ul style="list-style-type: none"> ● Explain. If you complete this activity, you will be able to . . . ● You will understand better how to . . . ● You will find it essential for assignment X . . . ● Use verbs! ● Link directly with your outcomes and/or objectives for the unit, module, course and programme.
Brief summary of overall task	<ul style="list-style-type: none"> ● If you find you have more than one major activity or question, divide into more e-tivities. ● Clear, brief instructions on how to take part and what to do. ● One question or task per message. ● When you have written this part, check that the task is self-contained.
Spark	<ul style="list-style-type: none"> ● Spark to light the fire for the topic, interesting little intervention. ● Directly link with topic for this week. ● Opportunity to expose 'content' but with the purpose of a spark to start a dialogue with others.
Individual contribution	<ul style="list-style-type: none"> ● Give clear instructions to the individual participant as to what he or she should do in response to the spark. ● Specify exactly what you are expecting the participant to do and in what media (e.g. wiki, discussion board, audio file, etc.) and by when (i.e. the day and date). Tell them the length of contribution expected. ● Create a link from this part of the invitation to the location for posting.
Dialogue begins	<ul style="list-style-type: none"> ● Request response from an individual to others, what kind of response, how long, where and by when. ● Key point: students come online to see if others have read and responded. Make this happen. ● Create a link from this part of the invitation to the location for posting the response to others.
E-moderator interventions	<ul style="list-style-type: none"> ● Clearly indicate what the e-moderator will do and when. ● Explain that the e-moderator will summarize, give feedback

	and teaching points and close the e-tivity, and when this will happen.
Schedule and time	<ul style="list-style-type: none">● Total calendar/elapsed time allowed for this e-tivity.● Completion date.● Estimate total study time required (e.g. 2 x 1 hour)
Next	<ul style="list-style-type: none">● Link to next e-tivity.● You can suggest additional resources to help with the task— indicate whether they are required or optional, place the links at the end of the invitation.