LabVine

Course Hosting Guide

Guidelines to get your course into a ready to publish format

This guide provides you with basic guidelines to help you provide a quality and engaging course for your learners.

Your course may not meet all the guidelines; but we recommend you send us what you have for a quick evaluation. We will assist you in producing publishable content to suit LabVine™.

LabVine

Designing your course

💬 🔊 ▶️

Following these guidelines will ensure your course is of high quality

Clearly define who your course is for

Your course should be targeted to learners within the diagnostics industry a minimum. Specify which professionals will benefit from taking your course.

Use interactive multimedia

The best online courses integrate a variety of learning modalities such as visual and auditory. Interactive videos are more engaging than text documents. The use of appropriate background music can improve knowledge retention, engage the senses and create an emotional connection. We use short quizzes to reinforce the learning process and keep learners engaged.

Create assessments for CPD/CEU

Include short interactive assessments so that learners can earn credits towards their CPD/CEU portfolios. Work on a minimum of 5 assessment questions per module.

Advertise course accreditations and certificates

Course accreditations tell the student that your course has met a specific quality standard and gives the learner an indication of the level of quality they can expect from your course.
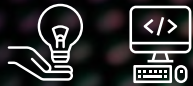
Highlight your course value proposition

Use one brief but appealing statement to sell your course value.

LabVine

Developing your course

Create a compelling course name and course outcomes

If students are unsure about HOW your course is going to help them, they will probably not enrol for it.

Provide a clearly defined purpose

Make sure it is compelling, but at the same time simple and relevant to the content that will be covered.

Provide brief but appealing course overviews

A well written course overview should be concise but informative so that students get a feel for how your course can benefit them. Include keywords that are relevant and engaging. The use of action words "explore" or "discover" will make learners feel as though they are active participants in the LabVine™ experience.

Present quality content

Quality content is key to keeping learners engaged and curious, making the learning experience natural and pleasant. Keep content relevant to the course purpose and outcomes. Make sure content is proof-read and fact-checked. Incorrect facts and grammatical errors reflect badly on the course provider and students will not take the course seriously.

LabVine

Developing your course

Present the course in a simple and logical sequence

The use of Course/Chapter/Module format is recommended. As far as possible, provide brief descriptions of courses and modules so that learners can understand how your course can benefit them.

Present modules in bite-sized chunks

We recommend that videos are between 3-8 minutes in length.

Summarise key concepts per module

Provide a short summary of the key learnings in each module. This will help clarify and reinforce key concepts for the learner before he/she moves on to the next module.

LabVine

When students take your course

Sound Quality

Learners expect high quality sound at a consistent volume. Ensure there are no background noises that can cause learner distraction. If music is used, it should highlight important concepts and improve the learning experience.

Video quality

We need images to promote your course:
A high quality course cover image (600x300 pixels)
A high quality module (section) image (300x100 pixels)

We recommend that videos are between 3-8 minutes HD video (720p minimum) exported in 16:9 format. Videos must also include high-quality audio. Prefered file format is mp4. Also ensure learning material is mobile friendly and featured text is large enough to read on a smaller screen.

Narration quality

Learners want to feel as if they are being individually spoken to, rather than listening to a mechanical and monotonous voice. Consider a conversational style when narrating content.

LabVine

Your ready-to-publish course should include:

- ✅ A well-written course title
- ✅ Clear and concise course and module descriptions and outcomes
- ✅ Good quality, well referenced course content
- ✅ High quality images
- ✅ Valid, accurate and reliable assessments
- ✅ Video content presented as bite-sized modules
- ✅ One highlighted concept to summarize each module

LabVine

Your ready-to-publish course should include:

The checklist provides specific requirements to get your course ready to publish. All requirements do not have to be available at once. Our review team will work with you in stages to address each of these requirements.

Your technical requirements checklist

SET UP REQUIREMENTS	Yes	No	Your Comments: Is it up to standard?
Course Name	◯	◯	
Course overview (short): 115 character limit	◯	◯	
Course overview (long): 360 character limit	◯	◯	

LabVine

Continue with the technical requirements checklist

Pricing	Yes	No	Your Comments: Is it up to standard?
✓ Required: USD, ZAR	○	○	
✓ Currency options: USD, EUR, GBP, INR, AED, ZAR	○	○	
Course images			
✓ 1 small image to be used for course search on LabVine™: 600px X 300px	○	○	
✓ 2 large images for slider in course viewing on LabVine™: 2000px X 758px	○	○	
Course video: Youtube ID	○	○	
Instructor details			
✓ Name, surname, email and job title	○	○	
Rubrics (if required)			
✓ Description of each assessment criteria	○	○	
✓ Mark allocation for each assessment criteria	○	○	
✓ Calculation of final score for assignment	○	○	
Schedules			
✓ Days, times	○	○	

LabVine

Continue with the technical requirements checklist

	Yes	No	Your Comments: Is it up to standard?
Duration of full course	◯	◯	
Accreditation bodies and relevant credits	◯	◯	
Chapter name for each chapter	◯	◯	
Module name for each module	◯	◯	
Module image for each module: 300px X 100px	◯	◯	
Module description for each module: 315 character limit	◯	◯	
Approximate duration of each module	◯	◯	
CONTENT REQUIREMENTS			
Course outline			
✓ Chapters, Modules, Units (including names)	◯	◯	
SCORM 1.2 zip files (preferred). Maximum file size accepted: 250MB	◯	◯	

LabVine

Continue with the technical requirements checklist

	Yes	No	Your Comments: Is it up to standard?
Assessments – please specify:			
✓ Pass mark	○	○	
✓ Whether it must be passed for successful course completion	○	○	
Assignments:			
✓ Specify pass mark	○	○	
✓ Specify whether instructor marks this	○	○	
✓ Specify whether an upload is required by delegates	○	○	
QUALITY REQUIREMENTS			
The content is relevant, factual and accurate.	○	○	
✓ Content relevant to the course purpose and outcomes?	○	○	
✓ Content has been proof read and fact checked?	○	○	
✓ Credible and complete instructor bio and profile picture	○	○	

All done!!
Thank you for filling in our check list.

LabVine

Contact us

To help you ensure top quality for your training courses? **Contact LabVine™ for more information.**

Get in Touch

US Support: +12 24 208 1300
UK Support: +44 740 222 1955

support@labvinelearning.com

LabVineLearning.com