

## Demo of course catalogue space:

The screenshot shows a web browser displaying a course catalogue page for 'Better Conversations with Aphasia'. The page layout includes a navigation bar with 'Search courses', 'GO', 'Home', 'Catalogue', 'My Courses', 'Help', and 'Contact'. A search bar is present on the left. The main content area is divided into sections: 'BROWSE COURSES' (1), 'CURRENTLY BETA TESTING' (4), 'Better Conversations with Aphasia' (1) with a 'COURSE COST: £0.00' (7) and a 'Sorry, this course is currently not available' message. The 'Description' (2) section provides a detailed overview of the course. The 'Frequently Asked Questions' (3) section lists some FAQs. The 'Particulars' (5) section includes '10-15 hours learning', 'Study at your own pace', and 'Start and stop whenever you like'. The 'Team' section lists 'Suzanne Beeke (BA Hons, PhD)' (6) and 'Nicola Sirman (BA Hons, MSc)'. A 'Catalogue' sidebar on the left lists various subjects like 'Built Environment', 'Construction', 'Engineering', 'Health', 'Language and Communication Research', 'Law', 'Project Management', and 'View My Basket'.

### Notes for completion

**Course Name:** The name of the course. This will appear on every screen relating to the course within Course Merchant, WPM or Moodle.

**Short Course Description:** A brief description highlighting the course content. This will appear on Course Merchant, Moodle and WPM.

**Long Course Description:** A more detailed description indicating the course content and who the course is aimed at. This will appear in the 'Detailed Description' section of WPM.

Course FAQs – a list of questions and answers which help cut down confusion from potential delegates.

Course image (360px \* 148px) – for course merchant / WPM listings

Primary contact information (name, email, telephone) – in case of a query to contact course team.

Course duration (state the number of days, or hours to complete the course) – clearly show the time required before someone buys the course.

Start date (immediately, delayed or if cohort based when course runs) – clear time planning is essential for delegates to plan for a course are undertaking.

End date (state clearly when enrolment will expire – in number of days, months or a set date) – when will access end to the system.

Estimated time plan/outline – how many hours per week are needed – useful for planning. May be an open as/when, may be restricted to planned activities etc.

Prerequisites - background, qualifications, skills etc to consider before enrolment

Course staff details & role(s) (full names, email addresses and UCL usernames (i.e. ccaamje) – to setup the Moodle course and establish ownership / correct details.

Course staff bios (one per tutor) (50-100 words) – sell the course team to the wider world, also mandated by Board.

Course staff headshots (100px \* 100px) – putting a face to the name.

Department - The department owning the course.

Price (£) - The course price. This may be zero (free courses). This will be set up on both Course Merchant and WPM.

Sales notification (will always include extend@ucl.ac.uk)

Product Code (ELE to provide) – we need a system for product codes to match courses to departments and in-between systems such as CM, Moodle and WPM.

**Account Code:** The FIS account code to which payments for the course should be credited. FSO will set this up on WPM. This will ensure that the department receives the income from the course in the correct account.

**Analysis Code:** The FIS analysis code which is to apply to payments received for the course. FSO will set this up on WPM.

**Departmental email address for support:** This is the email address to which support requests from learners will be forwarded. They will be received by E-Learning Environments (ELE) in the first instance. Where ELE determines that the request is for the department to resolve, they will forward the learner's email to the specified departmental email address. This address should be a group address designated for this purpose, with enough members to ensure cover for support requests during the working day.

**Completed by:** The person (normally an administrator within the department) who completed this form (in case of any queries on the content of the form).

**Telephone:** The phone number of the person who completed this form, for queries.

**Email:** The email address of the person who completed this form, for queries.