

## Kaya – Activities and Resources

Courses are the method through which learning opportunities are provided on Kaya. Each course has the following structure:

- Course card (displayed in the Kaya course catalogue).
- Course summary page
- Course page (only accessible to learners who have 'joined' a course)
  - Sections
  - Activities and resources

Activities and resources are the course elements that learners can interact with and ultimately complete. Below is the full list of the various activity and resource types that can be added to a course on Kaya.

Those activities that can be considered 'collaborative' – ie. there is a peer-to-peer component – have an \*orange asterisk before them.

### Activities

**Assignment** – communicate tasks, collect work and provide grades and feedback on work that has been submitted by learners.

**Category Certificate** – provide a branded certificate for learners to download once course activities have been completed (only available to portal partners).

**Choice** – allows you to ask a single question to your learners, for example, to gauge confidence levels, run polls, or to take votes.

**Certificate** – provides a generic Academy certificate.

**External tool** – enable learners to interact with activities that are hosted on other platforms, while tracking completions on Kaya. Activities that are hosted on another platform require LTI (Learning Tool Interoperability) and configuration by the Site Admin.

**Feedback** – a custom survey for collecting feedback from participants using a variety of question types, including multiple-choice, yes/no or text input. These can be taken from a template, for example the standard Academy Global feedback template.

**\*Forum** – discussions between learners and/or course administrators, that take place over a period of time. They can be used to exchange ideas by posting comments as part of a 'thread', and can include files such as images and media. Forums are the responsibility of, and must be moderated by, the organisation administering the course; ensuring they are kept civil and provide value to the learners.

**\*Gamoteca** – allows for the integration of learning games developed on Gamoteca.com into your courses.

**\*Glossary** – create and maintain a list of standard definitions for your course, like a dictionary, or to collect and organise information. Learners can contribute their own glossary entries, and rate others.

**Interactive content (H5P)** – the H5P activity module enables you to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more. This content can be embedded directly into the course page using a 'Label' resource, or you can embed multiple pieces of content inside a 'Page', 'Lesson' or 'Book' resource if you don't want the course page to get too cluttered.

**Lesson** – can have a linear set of content pages or instructional activities that offer a variety of paths or options for the learner depending on their answers. It is a series of HTML pages available to the learner who is usually asked to make some sort of choice underneath each content area, which will direct them to a specific page within the lesson. Lessons can be scored, have their own progress bar, and have many different question types to choose from.

**Nested course** – signpost to relevant, separate courses from within the Kaya catalogue and recognise previous completion of them, particularly as part of a learning pathway.

**Questionnaire** – design surveys using a variety of methods that allow for you to collect data from your learners.

**Quiz** – create quizzes that can test your learners using a variety of question types, including multiple-choice, matching, short-answer and numerical.

**SCORM package** – SCORM (Sharable Content Object Reference Model) is a standard e-learning module, built using an authoring tool and packaged within a ZIP file, that can be uploaded to Kaya for learners to interact with and complete.

**Seminar** – booking for one or several in-person trainings (blended learning). After creating the seminar activity you can schedule as many sessions in that activity as you like, for example if you are running the same training on multiple occasions you will create one seminar activity and then add multiple sessions under it. You can also create a waiting list so that learners can express their interest in a session, and if there are any cancellations – or capacity is increased – they can be confirmed as attending.

**\*Wiki** – collaboratively authored web documents that can be edited by learners directly in their browser.

**\*Workshop** – enables the collection, review and peer-assessment of learners' work, which consists of digital files such as Word or Excel documents. They are like collaborative assignments, and must be moderated by a course admin.

## Resources

**Book** – a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information in separate sections, which in turn could be printed as PDFs.

**File** – a file for learners to view or access, such as a document, video, PDF or image.

**Folder** – enables you to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

**Label** – insert text and multimedia (including HTML) directly onto the course page, in between links to other activities and resources in order to introduce them and describe how to access them, or provide supplementary information directly on the course page. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully (for example, as line breaks).

**Page** – create a separate web page resource that is populated using the text editor tool, which can display text, images, video, links and embedded HTML. It can help to manage your content and shorten the length of your main course page, with links out to sub-pages.

**Tabs and accordion** – enables text and images to be inserted on the course page as either horizontal tabs or a vertical accordion areas, to present information more interestingly and concisely.

**URL** – provide a web link as a course resource. These could also be embedded into a 'Label', such as a YouTube video. You must let learners know if the link will take them to an external site/platform, and will therefore be incompatible with the Kaya Desktop and Mobile apps.