



**KENYA INSTITUTE OF CURRICULUM DEVELOPMENT**

**STANDARDS FOR ONLINE COURSE  
CURRICULUM SUPPORT MATERIALS**

*APRIL 2016*

## TABLE OF CONTENTS

Definition of Terms.....	3
Abbreviations.....	5
General Information.....	6
Invitation to Submit Online Course Curriculum Support Materials for Curation and Approval .....	8
Online Course Curriculum Support Materials Submission, Curation and Approval Schedule .....	10
General Standards .....	11
Specific Standards for Online Course Curriculum Support Materials.....	12
Appendix: Submission Form & Meta Data.....	20

## Definition of Terms

**Animation:** movies with drawings, computer graphics, or photographs of static objects, including all techniques other than the continuous filming of live-action images.

**Community of practice (COP):** It is a group of people who share common interest for something that they all do and learn how to do it better through their regular interaction. A COP, in this case, will come about because members are motivated to share their digitally generated resources which they want to improve through their collective quality assurance process.

**Course Content (CC):** Course content refers to any information or subject matter that is related to a specific subject taught in Kenyan institutions of learning which is submitted to the KICD Education Cloud Platform (KICD EdCP) for online evaluation.

**Course:** An accredited unit of curriculum.

**Digital Learning Content:** Assembly and aggregation of discreet, digital (or electronic for display on a computing device) learning objects designed to meet intended learning outcomes. Content is a specific package of material for use in an overall curriculum.

**Guidelines:** Suggested or recommended approaches. Guidelines are speculative and assume certain conditions that may not apply in all situations.

**Interactive:** Allowing a two-way flow of information between a computer and a computer-user; responding to a user's input

**Instructional Design:** Systematic method of planning, developing, evaluating and managing instruction to ensure competent performance by the learner.

**Meta-data:** It is a set of words or phrases that summarizes the 'who, what, where, when and why' of a learning object (content), what their preference, learners should have

**Multimedia:** this is content that uses a combination of different content forms such as text, audio, images, animation, video and interactive content. Multimedia is a computer application which represents information through audio, animation, text, graphics drawings, still and moving images, and any other media where every type of information can be represented, stored, transmitted and processed digitally.

**Plug-in:** A file containing data used to alter, enhance, or extend the operation of a parent application program.

**Revision Material:** Materials that provide further practice and review the knowledge, skills and attitudes acquired through activities, assignment and tests. Revision materials involve revision books and workbooks.

**Supplementary Content:** Refers to content that addresses

1. Digital language and non-language readers
2. Readers on ECD activity areas
3. Digital Models
4. Contemporary and emerging issues
5. Digital Charts

**Standards:** Document descriptions that have received a stamp of approval or accreditation from KICD. Standards tend to go through a relatively slow evolution, are conclusive and complete, and are criteria specific. A standard is a “must”.

**Learning resource:** A learning asset or assets designed to address an intended learning outcome(s).

**Learning Outcomes:** They are statements of what learners are expected to know and do at the end of an indicated grade or course.

## Abbreviations

- GIF** -Graphic Interchange format
- JPEG** - Joint Photographic Experts Group -a set of standards and file format for compression of digital color images. An image file compressed in this format.
- MP3** - The file extension for MPEG Audio Layer-3, a set of standards for compressing and downloading audio files from the Internet. A file compressed in this format.
- PNG** - Portable Network Graphics
- TIFF** - Tagged Image File Format

## **General Information**

This document provides standards under which content developers will submit online curriculum course support materials for curation and approval for use in ECDE, Primary Schools, Secondary Schools, TVET and Teacher Training Colleges.

### **Invitation for submission of online course curriculum support materials**

Invitation for submission of online course support curriculum materials will be availed by KICD through its official website ([www.kicd.ac.ke](http://www.kicd.ac.ke)).

### **Eligibility**

Submissions will only be accepted from online content developers who meet the conditions as stipulated in the submission form.

### **Approved Online Course curriculum support Materials**

Approved Online course materials and teacher's guide are those that have been curated and approved by KICD in accordance with the specified standards.

Any Online course material which is awarded 'Approved' status as a result of the curation procedures will be maintained on the approved list for as long as there are no changes in the existing curriculum.

The KICD will not accept any responsibility for marketing approved online course materials to the learning institutions. Equally, they will not accept any responsibility if approved online course materials fail to achieve acceptable sales.

### **Schedule for Submission, Curation and Approval of online course curriculum support materials**

This schedule will provide details on activities in regard to submission, curation and approval of online course materials.

### **Submission form**

This form will be filled by online content developers who would wish their content to be curated. A duly completed form should be submitted to KICD before uploading the materials for curation. The form contains meta data and the content developer's profile.

### **Specific standards**

Specific guidelines have been provided for use when curating the submitted online course curriculum materials.

## **Invitation to Submit Online Course Curriculum Support Materials for Curation and Approval**

The Kenya Institute of Curriculum Development wishes to invite educational e-Content developers represented in Kenya to submit their **online course curriculum support materials**. These Guidelines contain details on what to submit, conditions for submission, and the process of curation.

Educational e-Content developers should therefore submit fully developed **online course curriculum support materials** to the Kenya Institute of Curriculum Development (KICD) in accordance with the requirements established in the Guidelines as stipulated.

The **online course curriculum materials standards** may be downloaded from the KICD website portal: [www.kicd.ac.ke](http://www.kicd.ac.ke) at no cost.

All submissions should be received through [www.kicd.ac.ke](http://www.kicd.ac.ke) on dates and times specified in the invitation. All prospective content developers should submit their materials online after filling the online course materials submission form

The **online course curriculum support materials** to be submitted should be appropriate for the following categories:

- **ECDE Level,**
- **Primary Level**
- **Secondary Level**
- **Tertiary Level (Teacher Education and TVET)**

**Course curriculum support materials** are required for all subjects and activity areas across the different levels of education for both regular and special needs learners.

Each submission has to be accompanied by a non-refundable curation fee paid online as stated in the invitation for submission.





All enquiries should be directed to:

**The Director / CEO**

**Kenya Institute of Curriculum Development**

**P O Box 30231 – 00100**

**NAIROBI GPO – Kenya**

**Tel (254 2) 3749900-9, 3748204, 3747994; (254) 20 – 2053419 Fax (254 2) 3639130**

**E-Mail: [info@kicd.ac.ke](mailto:info@kicd.ac.ke)**

## Online Course Curriculum Support Materials Submission, Curation and Approval Schedule

<b>NO</b>	<b>ACTIVITY</b>
1.	Formal invitation for submission of online course curriculum support materials
2.	Payment of submission fees
3.	Submission of online course curriculum support materials
4.	Curation process
5.	Formal approval and recommendation
6.	Release of curation results
7.	Uploading of the online Orange Book
8.	Uploading the approved materials

## General Standards

Online course materials will be curated on the following broad areas:

- Conformity to the curriculum
- Accuracy and currency of the content in the material
- Language use
- Promotion of positive values and attitudes
- Responsiveness to contemporary and emerging issues
- Assessment
- Multimedia elements
- Technical design
- User guide
- Cloud content attributes

## **Specific Standards for Online Course Curriculum Support Materials**

### **Conformity to the Curriculum**

The material must cover all syllabus topics, concepts and skills.

### **Content**

- Content in the material must be relevant to the subject specific objectives
- Concepts should be sufficiently developed
- Skills should be sufficiently developed
- The content in the material should be correct and accurate.
- Information in the material should be current
- Content should be appropriate to the level of the learner
- Organisation of the subject matter need not follow sequence in syllabus. However sequencing of topics and information within a topic throughout the text should be logical

### **Promotion of Contemporary and Emerging Issues**

Content (text, images, animations and audio) within the material should stress issues such as Gender responsiveness, environment, HIV and AIDS, Integrity, anti-corruption, Drug and Substance Abuse, Child and Human Rights, Peace and conflict resolution, Disaster Risk Reduction, Technological development, good governance, Guidance and Counselling, Education for Sustainable Development, financial literacy, radicalization, security, animal welfare, climate change, Health and Sanitation.

### **Promotion of Positive Values and Attitudes**

Content in the material should promote positive values and attitudes

### **Language**

Language used should be correct and accurate

Vocabulary and sentence structures should be appropriate to the level of the learner

### **Exercises and Activities**

Exercises and activities should:

- Be relevant to the subject specific objectives
- be appropriate to the level of the earner
- be adequate as per the objectives
- be clear, varied\_and adequate
- have feedback for answers
- provide chances of retrying
- Provide for an exit option at any level
- provide options to change level of difficulty
- have correct answers

### **Multimedia Elements (Text, Photographs, Animations, Illustrations, Sound and Video)**

#### **Relevance of multi-media elements**

- All multi-media elements used in the material should be relevant to the subject matter

#### **Interactivity of the elements**

The multi-media elements:

- should have features that make it interesting and interactive
- should contribute to understanding the content
- should not distract the user

#### **Variety and Adequacy of multimedia elements**

Multimedia elements used should be varied and adequate

#### **Clarity, Colour and Proportion of elements**

- All multimedia elements should be clear
- The colour used in multi-media elements should be appropriate
- All multimedia elements should be correctly proportioned

#### **Captioning and/or Labelling**

- Multi – media elements should be well labelled
- Multi – media elements should be well captioned

#### **Sound management**

- Sound should be properly synchronised with all the elements
- Sound effects used should be appropriate
- There should be proper pronunciation, articulation, intonation and pace
- Sound should be audible

### **Adapting Multimedia Elements for Learners with Special Needs**

*Content meant for learners with special needs should be adapted appropriately*

#### **Learners with visual impairment**

- The published content should be compatible with screen readers
- All visual materials should be accompanied by an audio transcript with appropriate pace of narration
- The platform displaying the content should have screen magnifiers to cater for learners with low vision
- Colours used should be bright to cater for learners with low vision
- The system with the content should have voiced navigation aids which can be maneuvered using the keyboard keys

#### **Learners with hearing impairment**

- There should be appropriate signing provided to accompany sound
- Videos should have accompanying text (text transcripts).

**Note: In case of any other materials for other categories of learners with special needs, standards will be developed as the need arises.**

### **Technical Design**

#### **Navigation throughout the System**

- There should be provision for navigational aids
- The navigational aids should enable the user move easily around the resource and foster independent use
- There should be provision for book marking or saving of position
- Hyperlinks should be useful and functional
- Links and hyperlinks should lead users to appropriate sites

- There should be exit points at any stage

### **Interface / Layout Architecture**

- Screen layout should be logical and consistent
- Page layout should be appropriate to the target level and subject
- The layout should enhance readability and ease of reference
- Font face use throughout the material in highlighting topics and sub-topics should be rational
- Multimedia elements should be correctly positioned in relation to the relevant text
- The screen forms should be scalable

*Note: ECDE and lower primary materials should have a font size of 14 and font style of Comic Sans. Content should be presented in single columns.*

### **Availability of essential modules**

- There should be a functional:
  - Search facility
  - Help facility
  - Glossary facility
- The content should be compliant to universal and open standards

### **Architectural Quality Attributes**

- The system should be totally functional i.e. it should produce the results for which it was designed
- The system should support interoperability i.e. it should work with other applications, systems and technologies
- The system should be robust i.e. it should behave reasonably when it encounters unexpected input
- The system should be portable i.e. it should be capable of running in different environments
- The system should support a reasonably varied range of video resolution

## **User Guide**

- A user guide should be available
- The user guide should contain information on system specifications required to run the software
- The guide should explain how to load and unload the site with content in the system
- The guide should have a step by step guide on how to use the application
- Information in the user guide should be correct and accurate.

## **Attributes of Content in the Cloud**

- The online content should stream smoothly
- Downloadable components within the online content should download with ease

## **Teacher's Guide**

### **Provision of extra information**

The guide should provide extra information that is relevant and appropriate for the teacher

### **Accuracy and correctness of content**

The content in the guide should be correct and accurate

### **Methodology**

- The guide should provide suggestions on a variety of teaching and learning methods
- The guide should provide guidelines that set out the approach to:
  - teaching at topic level
  - developing skills and attitudes
  - presenting various types of activities

### **Suggestions on teaching learners with special needs**

The guide should provide guidelines for:

- teaching and learning resources for learners with special needs
- teaching and learning strategies for learners with special needs



**The teacher's guide should give adequate directions to a teacher with special needs on how to use online content**

### **Suggested Assessment**

The guide should have relevant and useful suggestions on appropriate modes of assessment at topic level

The guide should:

- have suggestions at the topic level on how to develop appropriate assessments
- provide useful suggestions on the approaches to answering questions in the course material
- provide useful suggestions on how the teacher can come up with other relevant exercises and activities
- provide useful suggestions on how to adapt exercises and activities for learners with special needs

### **Answers to exercises**

The guide should provide correct answers to all exercises

### **Approaches to activities**

The guide should provide appropriate approaches to activities

### **Clear Cross Referencing to the Course Material**

The guide should make clear cross referencing to the Course Material by use of links and hyperlinks

### **Layout**

The layout of the guide should enhance readability and ensure ease of reference

The guide should make appropriate use of margins

### **Technical Design**

#### **Navigation throughout the System**

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- The system should be portable i.e. it should be capable of running in different environments
- The system should support a reasonably varied range of video resolution

## Attributes of Content in the Cloud

### Availability of content

- The online content should stream smoothly
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## Appendix: Submission Form & Meta Data

Where applicable, the following information should be provided when submitting online content in order to generate a tracking number.

KRA PIN Registration: .....

Declaration of Originality: By agreeing with this statement, I hereby declare that this is my original work and that any additional sources of information have been appropriately acknowledged.

I agree  I disagree

Evidence of payment of submission fee: .....

Evidence of official registration and incorporation in Kenya: (Scan and attach copy of registration document): .....

Evidence of agency agreement or representation of Evidence of official registration and incorporation in Kenya (Scan and attach copy of agreement document):

.....

Contact (Phone, e-mail and physical address): .....

### Meta Data

Subject ..... Level .....

Class .....

Category of Learners (Regular or SNE).....

Category of Special Need (if Applicable)

For Example, Visually Impaired – VI, Hearing Impaired – HI,

Others (specify).....

Title.....



Submission Code.....

Teacher’s Guide (TG) Code (Where Applicable).....

Author(s).....

Author(s) Credentials.....

Publisher..... Publisher’s Code.....

Country.....

Community of Practice (Where Applicable).....

Language .....

Brief Description:

.....

.....

.....

Format (e-Pub, Interactive Digital Content).....

Year of Production.....

Edition/Version Number.....

Rights (Where application) .....

Size (Bytes) ..... Code of Curator .....

Price..... Date .....