

**INSPIRE Submission Form**

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| INSPIRE is the online learning platform of the Royal College of Ophthalmologists. It welcomes submission of educational materials from members and non-members who would like to contribute to this resource.A Contributor may submit their own work, or the work of other authors, with appropriate consents. Materials will then be reviewed by the Editors, and the Contributor will be informed of the materials selected for inclusion on the platform.**Contribution Process**1. Collect together the **files** you would like to submit2. If contributing work by **other authors**, obtain their **consent** off-line using the downloadable form [**https://rcophth.net/CPDF**](https://rcophth.net/CPDF)3. **Complete** this INSPIRE **Submission Form (Pages 2-4 below)**4. Enrol in INSPIRE, if not already enrolled - [**https://rcophth.net/Contrib**](https://rcophth.net/Contrib) **(you will need to login first, then click the Register button and follow the Checkout process)**5. Click on your name at the top of the page, then My Courses follow by with the appropriate Access Course button, or View My Courses6. Access the online **Contributions Area** on the platform once you’ve enrolled on the **Contributions course**. Follow the instructions in the announcements box, and more details are provided if required in the course materials.7. Complete the [**online consent form**](https://www.smartsurvey.co.uk/s/RCOphth-Inspire-ECRA/), on behalf of yourself and any authors whose work you are contributing.8. **Upload** this submissions **form** and the **materials** files through the Contributions Area.**Submission Form**Please complete the white areas on this form and upload it with your educational materials on the Contributions Area.The purpose of the form is to:• Provide author details for attribution of the materials• Provide context for the educational materials that can be provided for learners• Guide the editors in how the submitted materials may be best combined into a lesson*Please write or insert your materials the white areas beneath each purple box.* |

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| **Title of Materials**Succinct – easy to display and readSpecific – to distinguish it from other similar materials |

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| **Files Submitted**File Name – name of file submittedTitle/Description – could be used in the text if not otherwise obviousBanner – if you have a preference for which image file should be used as a banner at the head of the page, label it as such |

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| File Name | Title/Description |
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| **Contributor & Author details**Copy this table as many times as necessary.Submit one table for each Contributor and Author.Succinct answers please, eg: main role relating to this educational material |

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| --- | --- |
| Role | Contributor / Author |
| Name |  |
| Role |  |
| Affiliation |  |

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| **Aims & Objectives**Introduce the learning.Write aims and objectives.*Tip: Aims are one or few and more general. Objectives are multiple and more specific.**They would be a list following the sentence: “By the end of this lesson you will be able to ….:”**= VERB (sets the level in the learning pyramid) + NOUN (topic/activity/competency)* |

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| **Inspire your Learning**What should the learners do to generate engagement and excitement in the topic before undertaking the main learning?Consider creating a quiz question. |

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| **QUIZ** |
| **Question / MCQ stem & options** | **Answer** |
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| **Develop your Learning**This is the main part of the learning.How could the materials be organised?Give the file names amongst the text and other itemsWhat text should be included before and after video or image materials?What tools (eg: flip cards, tables) could be used to present image and text materials?*Tip: write the text; add, duplicate, reorder or remove any components, or rows in the table* |

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| **CALL OUT BOX** – insert a key message |
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| **FLIP CARD** |
| **Front** – eg: image, question | **Back** – eg: answer |
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| **EXPANDING TABLE, Click & Reveal** or **Accordion** |
| **Heading / Tabs** | **Detail** |
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| **Check your Learning**Suggest how learners can check their learning, eg: reviewing flip cards, click & reveal, etcConsider creating quiz question(s) – with the answer.*Tip: these can be new, or copied or modified from what you have used above* |

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| **Apply your Learning**Give examples of consolidation work, eg: how the learning can be applied in practice, eg: clinical activities, project work, challenges, discussions, teaching others; with time scale. |

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| **Further your Learning**Provide links to suitable INSPIRE learning that could be done next.Or list suitable topics to search on INSPIRE. |

**Thank you very much for submitting your materials to INSPIRE!**