

**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 and uploaded by the Editors, and the Contributor will be informed when it is viewable on the platform.**INSPIRE Contributor Guidance**Please view the INSPIRE Contributor Guidance for ideas on how to create an **engaging educational experience** from the materials you have. This includes details on how to display content in the **interactive tool templates** on this form, with examples.**Submission Process**1. Collect together the **files** (eg: images, video, SCORM) you would like to submit2. All authors should complete the [**online consent form**](https://www.smartsurvey.co.uk/s/RCOphth-Inspire-ECRA/)3. Complete this **INSPIRE Submission Form** to create the learning around your materials4. Send the Submission Form and your files to **INSPIRE@rcophth.ac.uk** If >8MB in total, use a file transfer mechanism such as [**https://wetransfer.com**](https://wetransfer.com)**Submission Form**Please complete the **white areas** on this form and send it with your educational materials files to **INSPIRE@rcophth.ac.uk**, using a file transfer mechanism if necessary.The purpose of this form is to:• Provide **author details** for attribution of the materials, and identify the **learner** level• Provide **context** for the educational materials that can be provided for learners• Show the **location** of the images/video/interactive materials within the context• **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 read**Specific – to distinguish it from other similar materials* |

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| **Files Submitted***File Name – name of file submitted**Title/Description – could be used in the text if not otherwise obvious**Banner – 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**Add more rows to this table if necessary* |

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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 / Author.**Succinct answers please, eg: main role relating to this educational material* |

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| Role | Contributor / Author / Senior Author |
| Name |  |
| Role |  |
| Affiliation |  |

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| **Level of Learners and Target Audience***Level of the learner for which the learning is appropriate – 0-4 or core/intermediate/advanced**Target audience – particular interests, activities, exams,*  |

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| Level 0-4*or* Stage |  |
| Target Audience |  |

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| **Aims & Objectives***Introduce the learning.**Who is the target audience / What level are they? (see guidance at the end)**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?**Tip: What is your hook to engage the learner?**Consider creating a quiz question.**How can you make your materials relevant to your learner?* |

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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; what is the* ***order****?**Give the file names in red amongst the text and other items**What* ***text*** *should be included* ***before*** *and* ***after*** *video or image materials?**What are the* ***key learning points*** *to go in a call out box or summary table?**What* ***interactive tools*** *(eg: flip cards, expanding tables) could be used to present images / text?**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/scenario plus a 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, etc**Consider 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!**