# GEA Lesson Template Word

This template allows you to design a lesson in a word document and have it displayed online as a GEA lesson. Although most instructors are very comfortable working in Microsoft Word, this format presents some challenges in formatting (e.g. images and tables may move or be hard to adjust) and translating to other document types (e.g. making a PDF is easy but translating a Word document into an online lesson is challenging).

By following this template as closely as possible, it will be easier to make a lesson that is simply formatted, and available in a variety of document types. A lesson maintainer will work from your template to create the final documents.

Tips and instructions

1. To submit a lesson, fill out a coversheet form: <https://forms.gle/GF5kD9fD6CPHcCXs9>

This form contains metadata we need to categorize and describe your lesson in a uniform way.

1. Placeholder section headings, tables, etc. are present below. Copy and paste these to add as many as are needed for your lesson.
2. Overwrite the placeholders – try to keep any formatting you do as simple as possible (bold, italics, etc. are fine but try to avoid lots of text shadows, etc.)
3. For all images/screenshots
   1. Choose high resolution files where possible .png is the preferred format for images
   2. Do not insert figures into the template. Instead, write [image\_X.png] where X is the image number in the document (e.g. image\_1, image\_2, …). Save your images using the same name (e.g. image\_1.png)

On Page 2 of the lesson are some examples of preferred text formatting and of the tables, tip boxes, etc. you can use in the lesson.

# Most importantly

The template is not a straight-jacket. Do your best to use and stick to the template. The editor/maintainer will correct mistakes but to the extent that you observe the template their job will be easier.

# Useful formatting reminders

# Headings

Please use the following heading styles

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

# Tables

Please use simple, unformatted tables

|  |  |  |
| --- | --- | --- |
| Header 1 | Header 2 | Header 3 |
|  |  |  |

# Images

Do not put images in the text indicate approximately where you want them in the text using notation [image\_1.png].

# Tip Boxes/Callouts/code

* You can have tip boxes and call outs with the following titles: Attention, caution, danger, error, hint, important, note, tip, warning. **Begin and end** any section you want in call out with [callout\_calloutname]:

[ callout\_warning ] This text is about the warning [ callout\_warning ]

You can also have a call out for sample data (i.e. specific instructions on how a step should be followed given a provided data set).

* For any text that should appear as code, **begin and end** those sections with the notation [code\_language] when language is the language of the code such as bash, R, Python, etc. eg:

[code\_bash] $ cd /home/gea\_user/directory [code\_bash]

# Answer Keys/Glossary

* **Inline questions**: minor questions with inline answers can be called out. Use Q and A to indicate which text is part of the question and which is part of the answer.

[inline\_question] **Q:** test of question? A: text of answer [inline\_question]

* **Major questions:** At the end of the template is a section for answer keys. Please be sure all notated questions are sequentially numbered in the lesson and place the corresponding question answers in this section. The Answer Keys will not be published publicly online.
* **Glossary**: For words you want linked to a glossary use the callout [glossary]term before and after the word(s). The word will be linked to a glossary item in the glossary section.

# Lesson Cover Page

This page intentionally left blank – will be imported from cover page

*..*

**Note:** Comments in the template will be in *italic grey font* – you may delete them they will not appear in the lesson.

**Table of Contents**

*..*

*Add and rename major sections as needed*

* Introduction
* Major Section Two
* Major Section N
* Summary
* Glossary

# Introduction (Major Section One)

*..*

*The lesson should begin with some text introducing the background of the lesson*

[Sample Data]

*..*

*If the lesson makes use of some sample data, you may wish to have a description, citation, link, etc. detailing the sample data.*

[Sample Data]

## Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings*

# Major Section Two

### Learning Objectives

* Objective one
* Objective two
* Objective three

*..*

*Every lesson should start with one or more bulleted learning objectives*

## Section Introduction Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings. This first subheading might*

*Introduce an activity.*

## Exercise Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings. This first subheading might*

*Introduce an activity.*

1. Step one

*..*

*Overwrite these steps with your own steps.*

[code\_bash] block of code [code\_bash]

*..*

*Callouts (code block, warning, tip, etc.) for any given step should be indented in the step in the step you want them to appear in.*

1. Step two

[figure\_1]

*..*

*Screenshots can be placed anywhere in the document using the notation above.*

1. Step three could have a [glossary]term[glossary] you want to appear in the glossary

You may have text anywhere in the section (overwrite these sentences)

[inline\_question] Q: Where can you put text in this section? A: Anywhere [inline\_question]

# Major Section N

### Learning Objectives

* Objective one
* Objective two
* Objective three

*..*

*Every lesson should start with one or more bulleted learning objectives*

## Section Introduction Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings. This first subheading might*

*Introduce an activity.*

## Exercise Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings. This first subheading might*

*Introduce an activity.*

1. Step four

[code\_bash] block of code [code\_bash]

1. Step five

[figure\_2]

1. Step six could have a [glossary]term[glossary] you want to appear in the glossary

You may also have summary questions which will be answered in the answer key:

**Question 1:**  What would be a good summary question?

# Summary

*..*

*This section will have any number of paragraphs, subheadings, etc. Usually not numbered*

*steps*

## Subheading

*..*

*Your introduction may have zero or more Heading2 subheadings. This first subheading might*

*Introduce an activity.*

## Summative Questions

*..*

*Your introduction may have zero or more summative questions*

## Other lessons and resources

*..*

*Your introduction may have zero or more links to other lessons or resources*

# Glossary

### Term one:

Each term is Heading3 followed by one or more lines of text.

### Term two

### Term three

# Answer Key

### Question 1: What would be a good summary question?

Each question is Heading3 and numbered according to their order in the lesson. This section will not be public.

### Term two

### Term three