

Summary Table, A uniform learner experience on learning platforms

This table summarises the elements discussed in the document “A uniform learner experience on learning platforms”, published by Digivisio in 2025, written by the University of Helsinki and South-Eastern Finland University of Applied Sciences. The ten listed elements are regularly found on online courses. This set of element definitions is meant to help higher education institutions to build online courses and course templates with uniform structure and elements. This will ease the user experience for especially continuous learners. The full document is available on Digivisio’s website in Finnish and Swedish.

Element	Purpose	Content	Suggested Location	Considerations
Course Introduction	Provides an overview of the course, including its topic, objectives, and structure	<p>Course Introduction</p> <ul style="list-style-type: none"> • Course title • Cover image • Duration and schedule • Brief description • Learning objectives • Detailed course description • Links to extended course description and details <p>May also include:</p> <ul style="list-style-type: none"> • Prerequisites, Target audience. • Equivalent courses • Credits 	At the beginning of the course	Information should be easily accessible without obstructing learning content.
Instructor Introduction	Enhances presence, builds trust, and facilitates communication.	<p>Instructor Introduction</p> <ul style="list-style-type: none"> • Instructor’s name • Instructor’s photo • Basic information • Contact details • Bio • External links 	Near or within the course introduction	If multiple instructors are involved, clearly outline roles and contact points.

<p>Communication & Announcements</p>	<p>Centralized communication for course-related announcements and discussions.</p>	<p>Communication & Announcements</p> <ul style="list-style-type: none"> • Course announcement channel • Contacting the instructor • General discussion forum • Communication guidelines • Course feedback 	<p>As a separate section or integrated into the course introduction. Communications practices can be included in the course introduction.</p>	<p>Communication & Announcements does not necessarily need to be built as a separate element. Tools and methods for communications can be carried out using other elements, such as course introduction or separate communications tools provided by the learning management system in use.</p>
<p>Schedule & Completion Instructions</p>	<p>Provides the learner with information on the course timeline and instructions for course completion.</p>	<p>Course structure</p> <ul style="list-style-type: none"> • Overview of structure and key phases • Workload allocation • Study materials and assignments <p>Timetable</p> <ul style="list-style-type: none"> • Live session dates • Online session dates • Assignment deadlines • Other important dates • Completion guidelines <p>Completion instructions</p> <ul style="list-style-type: none"> • Required tools and applications • AI usage <p>Assessment</p> <ul style="list-style-type: none"> • Assessment criteria • Grading schedule • Receiving grades/certification • Retake policies 	<p>Early in the course, soon after the introduction.</p>	<p>Include the year in dates for clarity.</p>

Technical Instructions & Support	Provides students with technical guidance and support contacts.	Technical Instructions & Support <ul style="list-style-type: none"> • Learning platform guides • Tool and software manuals • Technical support contacts 	Should be separated from course content, e.g., in a sidebar, or some other secondary content field provided by the system.	Links should be clear and informative. Links can be made more informative by adding some explanatory text to them.
General Study Guidelines	Provides a centralized resource for university-wide study policies and regulations.	General Study Guidelines <ul style="list-style-type: none"> • Title • Brief description explains to the learner, for which purpose each of the links in the list are intended • Links to instructions A list of links to such study instructions and guidelines that are relevant to the course 	Early in the course but not at the very start. Ideally, in an easily accessible section such as the sidebar. This element should be easily accessible at all times during the course.	If a HEI collects all general study guidelines on a separate instructions page, it is important to pay special attention to usability from the continuous learner's point of view.
Progress Tracking	Progress Tracking is an important tool for the learner. It helps students and instructors monitor course progress.	Progress Tracking Progress indicators (e.g., completion bar)	This element should be placed so that the learner can observe it easily. The location depends usually on the learning management system, and it may not be possible to modify at will.	Should be carefully designed and tested.
Workload Estimation	In order to estimate the workload required by the course and to manage one's time, it is useful for the learner to know, how much time and resources should be reserved for reading the course materials and completing the course assignments.	Workload Estimation Estimated workload per material or task.	The workload estimate may be shown with each individual learning resource, or as an estimate of the amount of work required by a logical set of learning resources.	It is vital for the learner's user experience, that expected work requirements within the course are clearly communicated.
Course Conclusion	A well-structured and clear ending assures the learner that all required assignments have been completed and instructs the learner on how and when he/she will receive credits for the course completion.	Course Conclusion <ul style="list-style-type: none"> • Summary of learning / Addressing remaining questions • Course feedback • Information on receiving grades/certification • Duration of content availability • Suggestions for further study • Thank-you message (text/image/video) 	Final section of the course; no additional content should be placed after this.	

Material Licensing	Makes it possible to license, ie. to describe clearly and understandably how others may reuse, modify and/or redistribute the course material.	Material Licensing <ul style="list-style-type: none"> • Information on the applicable Creative Commons license 	It is a good idea to include the licensing information and instructions in the material to be licensed.	
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