

# E-Learning Baseline checklist

These Baseline items are expected for every taught module at UCL. Additional requirements exist for wholly online courses (Baseline+), but are not listed below. The Baseline and Baseline+ are covered in greater detail within this booklet.

## 1. Structure

- 1.1 Present activities and resources in a meaningful, clearly structured and sequenced way.
  - Use headings.
  - Provide section overviews.
  - Clearly group and label items within a section.
  - Use Groups to give different information.  
to specific students.
- 1.2 Minimise cognitive load.
- 1.3 Include navigation aids.

## 2. Orientation

- 2.1 Include the Module Syllabus and Intended Learning Outcomes.
- 2.2 Explain participation requirements.
- 2.3 Display staff contact details.
- 2.4 Moodle roles reflect the functions of staff.
- 2.5 Ensure students are aware of all services and support available from the department and UCL.

## 3. Communication

- 3.1 Provide a communication statement.
- 3.2 Use the News forum as a one-way channel for important news such as key dates and events.
- 3.3 Make sure the purpose of every discussion forum is made clear.
- 3.4 Advise staff and students to upload profile pictures.

## 4. Assessment

- 4.1 Provide an assessment outline.
- 4.2 Provide tools and information for avoiding plagiarism.

## 5. Resources

- 5.1 Use descriptive titles for all items.
- 5.2 Provide learning resources.
- 5.3 Provide reading list(s).
- 5.4 Check resources.

## 6. Cross-platform compatibility

- 6.1 Consider file formats.

## 7. Accessibility

- 7.1 Provide accessible resources by ensuring:
  - Graphics have alternative text.
  - Navigation is consistent.
  - Fonts are large enough to read.
  - Coloured text has high contrast.
  - Links are descriptive; provide original PowerPoint slides.
- 7.2 Links open in the same window.
- 7.3 Adhere to the UK Equality Act.

## 8. Intellectual property

- 8.1 Observe intellectual property and copyright legislation by using the ReadingLists@UCL service; linking out to useful websites; and using open source or copyright-cleared images.
- 8.2 Avoid guest access (without a password) unless you are sure your material is copyright-cleared for open access.
- 8.3 Communicate potential data protection issues when students are asked to use non-UCL systems.
- 8.4 Ensure student-generated content is stored on a password protected system.

## 9. Student Active Participation

N/A (Baseline+ only).

## 10. Quality Assurance

- 10.1 Students can evaluate the module anonymously.
- 10.2 All stakeholders, including tutors, administrators and support staff, can contribute to the module/programme evaluation.