



\*The screenshot shows collapsed topics format, but tabs is the default.

This checklist helps you to meet the UCL E-Learning Baseline: <http://bit.ly/UCLLELearningBaseline>

## UCL Moodle Template Checklist

Home:

- Add **module code** and **name**.
  - in course settings.
  - at top of course homepage.
- Enter **contact details**.
- Edit & unhide **How to use this course**.
- Update & unhide **Module syllabus**.
- Update & unhide **Student Handbook**.
- Edit & unhide **Communication statement**.

Discuss:

- Unhide this section (optional).
- Unhide **Question & Answers Forum** (optional) to allow students to ask questions via Moodle & state in the description **how often staff will respond**.

General Resources:

- Unhide this section (optional).
- Add general **reading list** items.
- Add links to general online resources.

Assessment:

- Provide an **Assessment outline**.
- Add **Moodle / Turnitin Assignments\*** for students to submit electronically.

- To each week add:
  - Headings but keep tab titles short
  - Topic overviews
  - Reading list items
  - Activities (lessons, quizzes etc.)
  - Files (grouped & labeled):
    - PDFs
    - PowerPoints
    - Word (for editable files)

- Add **images** (optional)\*
  - add alternative text to describe the image and any text it contains.
  - max width 550px.
  - check copyright & reference sources.
- \* Get free images: [www.pixabay.com](http://www.pixabay.com)