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.
   □ 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.