This checklist has been created to support you in the development and maintenance of your unit and module spaces within the learning environment. Although not an exhaustive checklist, this is a useful starting point. Whilst not all of the items in the checklist pertain to all units and/or modules, to provide students with an engaging experience, certain elements are compulsory, **depending on the delivery module**.

By recording the unit / module name and number and review date, you can keep a record of when you have carried out a review by saving and or printing the completed checklist. Completing this checklist will help you work towards meeting the benchmark requirements of the UHI [Benchmarks for the use of technology in learning and teaching](https://www.uhi.ac.uk/en/learning-and-teaching-academy/supporting-innovation/learning-and-teaching-enhancement-strategy/benchmarks/).

Unit/Module Name Click or tap here to enter text.

Unit/Module Number Click or tap here to enter text.

Review Date Click or tap to enter a date.

| Factor | Further information | Tool/Feature | Compulsory | Completed |
| --- | --- | --- | --- | --- |
| Communication |  |  |  |  |
| Welcome message | I have created an announcement that welcomes the students. I have introduced myself and the course. I have encouraged students to actively engage in the course and I have told them how to get started. | Announcements Tool | This is compulsory for all units and modules. |  |
| Teaching Staff | I have completed a profile for each member of the teaching staff, including contact information, location and an image. | The module leader information should be included in the ‘Teacher Profile’ widget. All other teacher information and detail can be viewed via the ‘Classlist’ feature.   * Teacher Profile widget * Communications and Collaboration>Classlist | This is compulsory for blended and fully online units and modules. |  |
| Expectations | I have informed students how we will communicate, what I expect from them and what they can expect from me. | Overview section of Module | This is compulsory for units and modules that are using the VLE to communicate. |  |
| Collaboration | I have told students how they can get help so that they can use all the technology effectively. | Induction and Student Support/Essential Student Skills available from Help dropdown menu. | This is compulsory for blended and fully online units and modules. |  |
| Netiquette | I have told students about the standards expected communicating in an online environment and have given a link to the netiquette guide. | Netiquette guide available here for downloading  [Netiquette guide](http://staffresources.uhi.ac.uk/support_portal/resources/enhancing-learning-environment/communication.html) | This is compulsory for units and modules that are using the VLE or other digital technology (e.g. UHI Skype for Business) to communicate. |  |
| Assessment, feedback and feedforward | I have made the criteria available to the students and ensured that it is in line with the relevant policy on assessment, feedback and feed forward. | **Course Tools > Course Admin > Assessment** | This is compulsory for units and modules that are using the VLE for assessment submission. |  |
| Course feedback | I have ensured that feedback mechanisms are in place and these have enabled learners to contribute to the learning and teaching process. | **Course Tools > Surveys** | This is compulsory for units and modules that are using the VLE for assessment submission. |  |
| Unit/Module information |  |  |  |  |
| Overview | I have provided an overview and unit/module description. |  | Yes – for all units and modules. |  |
| Unit/ Module descriptor | I am using the officially approved CUR03, SQA or other awarding body descriptor and have added it to the Brightspace overview. | Added to Overview | Yes – for all units and modules. |  |
| Unit/Module plan | I have provided a unit/module plan showing a timeline for activities, assessment and progression through the unit/module. I have added this to the induction in the table of contents. | Add to Unit/Module Introduction in Table of Contents (TOC) | This is compulsory for blended and fully online units and modules. |  |
| Study guide | I have provided information to prepare students for effective studying. It includes preparing for exams, referencing, effective reading and time management skills. I have added this information to the unit/module introduction in the Table of Contents (TOC). | Add to Unit/Module Introduction in Table of Contents (TOC) | In blended and fully online units and modules this should be in the course or programme area. |  |
| Student handbook | I have provided access to the current version of the student/course handbook. I have added this to the unit/module Introduction in the Table of Contents (TOC). | Add to Unit/Module Introduction in Table of Contents (TOC) | In blended and fully online units and modules this should be in the course or programme area. |  |
| Quality standards |  |  |  |  |
|  | I have structured the course to be clear and easy for the student to find their way about. I have made sure that content such as learning resources, help, assessment detail and course information is easily accessed and that folders and items contain descriptive text relating to content and use. |  | Yes – for all units and modules. |  |
| Media | Where applicable, I have placed all my videos into the UHI Streaming Server. | [UHI Streaming Server](https://stream.uhi.ac.uk/) | Yes – for all units and modules. |  |
| Copyright | I have adhered to my employer’s, Academic Partner’s and university’s policy regarding acceptable use if IT and copyright. | Refresher: [Finding and using images](http://staffresources.uhi.ac.uk/support_portal/resources/finding-using-images/index.html)  [Copyright information for staff](https://myuhi.sharepoint.com/sites/eo-fas/lt/VLE%20review%20group/Forms/AllItems.aspx) | Yes – for all units and modules. |  |
| Accessibility | I have made documents, audio and video accessible within the bounds of ‘reasonable adjustment’ under UHI accessibility guidance. | UHI’s Blended Learning Standards [Accessibility Checklist](https://mahara.uhi.ac.uk/view/view.php?id=608), [Accessibility in digital content](http://staffresources.uhi.ac.uk/support_portal/resources/accesssibility/index.html) and [Creating accessible PDFs](http://staffresources.uhi.ac.uk/support_portal/resources/creating-pdfs/index.html) | Yes – for all units and modules. |  |
| UHI and AP academic standards | I have provided a link to the UHI academic standards and quality regulations or appropriate FE equivalent. All materials are compliant with UHI academic standards and UHI policies and/or appropriate FE equivalent. | [Policies and regulations](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/regulations/) | In blended and fully online units and modules this should be in the course or programme area. |  |
| Engagement | I have included a minimum of 2 opportunities for active online student engagement either with the content of the unit/module, with supportive media, for self-reflection and/or peer interaction. | See the [infographic](http://staffresources.uhi.ac.uk/support_portal/resources/brightspace%20benchmarks/story_html5.html). | This is compulsory for HE blended and fully online modules. |  |
| Learning and Teaching Enhancement Strategy | I have embedded at one or more of the Learning and Teaching Enhancement Strategy values in how I am using Brightspace and other technologies to support learning and teaching on my unit/module. | [Learning and Teaching Enhancement Strategy values](https://www.uhi.ac.uk/en/learning-and-teaching-academy/supporting-innovation/learning-and-teaching-enhancement-strategy/learning-and-teaching-enhancement-values/) | This is compulsory for HE blended and fully online modules. |  |
| Support materials |  |  |  |  |
| Student skills | A clear link is provided to the essential student skills portal and/or the essential student skills resources are woven through the session. | Populated automatically:  Help > [Essential Student Skills](http://induction.uhi.ac.uk/) | Yes – for all units and modules. |  |
| Library services | A link is provided to the library services. | Populated automatically:  Library Resources | Yes – for all units and modules. |  |
| Student services | Links are provided to Academic Partner and (where relevant) UHI Student Services | HE is populated automatically:  Help > Student Support | Where relevant, links to AP student services should be provided. |  |
| Reading list | I have spoken to my Academic Partner or Subject Network Librarian about arranging my module reading list and where relevant, I am using the official reading list software. | Populated automatically:  Library Resources>Module Reading List | Use of the official reading list software is compulsory for HE blended and fully online modules. |  |