This checklist has been created to support you in the development and maintenance of your unit and module spaces within the learning environment. It will also help you work towards meeting the requirements of the university's [**Benchmarks for the use of technology in learning and teaching**](http://staffresources.uhi.ac.uk/support_portal/resources/brightspace%20benchmarks/story_html5.html)**.**

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 essential, **depending on the delivery mode**.

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.

*If you are teaching face to face and want to use Brightspace to provide students with learning materials, you should include the essential components below in your Brightspace unit/module spaces.*

**Welcome and overview**

|  |  |
| --- | --- |
| ****Welcome message**** introducing yourself and the course using the ****Announcements tool****, advising students how to get started and encouraging them to actively engage. |  |

**Quality standards**

|  |  |
| --- | --- |
| ****Clear structure**** designed to be easy to navigate. |  |
| ****Videos**** are stored on the [UHI Streaming Server](https://stream.uhi.ac.uk/) (with links or embed code added to content areas). |  |
| ****Copyright**** policy has been adhered to (see [Copyright Information for Staff](https://libguides.uhi.ac.uk/copyright) and [Finding and using images](http://staffresources.uhi.ac.uk/support_portal/resources/finding-using-images/index.html)). |  |
| ****Accessibility** -** within the bounds of ‘reasonable adjustment’, documents, audio and video are accessible (see [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)). |  |

*In addition to the components above, consider including the following optional components below to further enhance your module and your students' experience.*

**Welcome and overview**

|  |  |
| --- | --- |
| ****Overview**** section populated with a unit/module overview and advice to students on what is expected from them, what they can expect from the course team and how we will communicate. |  |
| ****Unit/module descriptor**** (officially approved CUR03, SQA or other awarding body descriptor) included in ****Overview.**** |  |

**Initial content area**

|  |  |
| --- | --- |
| ****Introduction** –** where to find everything e.g. ****Library resources**** (link on menu bar) and ****student support**** (Help dropdown menu). |  |
| ****Study skills guidance**** (including information on preparing for exams, referencing, effective reading and time management) ****-**** signposting to study skills resources [Essential Students Skills](http://induction.uhi.ac.uk/)(Help dropdown menu). |  |

**Support materials**

|  |  |
| --- | --- |
| ****Reading list** –** official reading list software is being used and the Academic Partner or Subject Network Librarian has been contacted to arrange module reading list (Library resources > Module Reading List - populated automatically). |  |