

Course unit checklist

Unit code: _____

	Yes	No	N/a
Does the banner on the homepage feature the unit name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the launch page consistent with the programme's other course units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is navigation and signposting for the main content areas and tools consistent with the programme's other course units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Welcome and Introduction area outlining the purpose of the unit, unit aims and other crucial aspects of the course unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the Intended Learning Outcomes (ILOs) for the course unit clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clearly labelled Communication area, with Announcements and a Discussion Board, where used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a reading list featuring links to digital journals, digitised chapters or items for loan or reference in the library?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have students from different disciplines or programmes sharing this course unit been sorted into groups to provide them with a custom view?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have links to any unused tools or content areas been hidden, until such time as they are made use of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the files in <i>course management>files>local folder</i> well organised and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have old Turnitin assignments and grade columns that were copied over from a previous been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: