

eLearning Level 1 and 2 “Musts”			
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Phase 1

All Module Leaders should review the content they have on the eLearning system and make sure that it contains the following information:

- 1 Module specification including:
 - Examination marking process
 - Reading lists
 - What assignments will be set
 - Details of who will be giving the module including photograph and brief personal details
 - Learning objectives and outcomes
- 2 Past examination papers and model answers (last year only)
- 3 Details of each week’s lectures including:
 - Topic and lecturer
 - Short summary of what will be covered
 - Summary details of each lecture
 - Essential additional information sources which should be consulted
 - Any forum topics to be discussed
- 4 Details of the assignments which will be set and assessed and deadline dates for them to be submitted electronically
- 5 Quiz assessments – where these are part of the module specification
- 6 Guidance to students on good studying practice which will increase their chances of success in the module, for example:
 - The importance of attending lectures
 - The necessity of submitting all assignments and do this within deadlines
 - Good examination technique
 - How to interpret what examination questions are looking for
 - Studying past examination papers and the associated model answers
 - The value of on line and face to face communication with lecturers over particular module issues
- 7 Communication between lecturers and students, and between students themselves
- 8 Electronic feedback to students on assignments.

Phase 2

Module Leaders must also now implement Phase 2 of eLearning development. Phase 2 requires five things to be done (as a minimum):

- 1 **Review and amend** - the content for modules to take account of any changes in the syllabus
- 2 **Add** - significant extra information to the content that is already there to provide a full summary of what was covered in the lectures
- 3 **Include** - references to additional websites, information sources, books etc
- 4 **Discussion forums** - include at least one discussion forum
- 5 **Self assessment small quizzes** - where appropriate include one or more of these in the content