

# Language Modules Checklist to get ready for a new academic year

Check if your module is ready to go live at the beginning of a trimester by ticking all statements below if they apply to your module



## Module Descriptor in CMS

- Reference to CEFR and Companion volume
- Number of contact hours stated (including the online calculation)
- Entry and Exit level to be specified
- Content to be specified
- Reference to Brightspace made
- Assessment and Feedback - correct UCD grading scheme chosen
- Access to modules - review who has the access and remove past staff



## Module Learning materials

- A variety of activities for classroom and online learning e.g. multimedia, texts etc.
- Choice of pedagogically grounded pair and group work activities
- Ensure accessibility to all materials - [here more information](#)



## Assessment and Feedback

- Student-centered assessment activities matching CEFR levels
- A mix of assessment tasks to test all language skills
- Ensuring the assessment meets the learning outcomes of the module
- Feedback is provided in a timely manner



## Brightspace module set up

- Module handbook
- Intro to the module -welcome message; all staff mentioned; links to relevant UCD policies
- Navigable module design with the use of "units" only
- Module outline set up before the module becomes live
- All assessment linked to My Learning
- Activities, Virtual Classrooms linked to My Learning space
- Assessment curated and tested before running (technical testing + delivery team tests)

