

Brightspace Checklist for SLCL Modules

Supporting Student-Centered Learning

1. Establishing effective communication

- Display Module Coordinator and Team details (image, contact details, office hours)
- Personalise your VLE profile by adding your image (optional) and preferred contact method
- Consider module welcome message (video, text or audio) for your students
- Use Announcements as a one way communication tool allowing you to highlight the key dates, reminders and events
- Choose a relevant banner/image from the image bank that refers to your module
- Set up a student-led discussion forum to facilitate module related queries
- Use Discussions for individual and group forums with clear student instructions

2. Ensuring students know what is expected of them and when

- Ensure the Learning Outcomes in SIS Web are up-to-date
- Include a “*Module Overview*” (in an accessible format) that would include: e.g.
 - module syllabus with intended Learning Outcomes
 - reference to CEFR, if applicable
 - module teaching approaches
 - assessment and feedback approaches and timelines, plagiarism policy and information on [Extenuating Circumstances](#); late submissions; info on progression
 - participation expectations
 - Erasmus information etc.
 - Inclusivity Statement and Procedure for requesting supports for mid-term exams
 - Post reading lists (prioritised or annotated where possible)

Making sure your Brightspace module is accessible and navigable

- Organise learning materials clearly with the reference to module weeks and/or themes/topic
- Be consistent when naming files and stick to the same naming convention for one module (e.g. if a week theme is *Modern Literature* name all files related to it *Modern Literature_lecture1/add date*)
- Link “activities” and assessment from Brightspace to My Learning area of a module (e.g. if you are using a formative quiz, set it in Quizzes but link to the relevant week or theme in My Learning)
- Upload files in accessible formats (file formats, their quality and size)
- When using external links, be descriptive (e.g. *Watch this [video on Modern Literature by professor XYZ](#)*)
- Add dates to your content (and assessment) that feed into a module calendar
- Add description to your content to provide the overviews of the weeks/themes/topics e.g. This week will be focusing on XYZ and in this section you will find ABC to support you in your learning
- When using images, ensure they have an alternative text (conveying meaning) that describes the picture (e.g. *Picture of a young woman picking up flowers*)
- When using videos please ensure there are captions for them
- Apply good practice techniques for the production of slides (there will be school training sessions available; [go here](#) for more information).

