E-course readiness checklist (according to e-learning quality criteria)

Course homepage

☐ 1. The e-course has the correct information on the public information page (Course administration - Edit Settings - Course summary)
☐ 2. The e-course has a banner or picture.
☐ 3. The e-course has a friendly greeting and/or the introduction in the course top area.
☐ 4. The e-course has left and right side blocks/sections that are useful for the student to study the course, the most important ones are on the top.
☐ 5. The e-course is structured based on themes, weeks or activities level.
☐ 6. The e-course homepage includes guidance instructions for first/main activities.

Instructions

☐ 7. The e-course has a course introduction and study guide or plan of action.
☐ 8. The e-course has formulated objectives and learning outcomes.
☐ 9. Introduction or study guide includes a part on e-course and face-to-face work (when and where, activities, evaluation etc.).
☐ 10. Introduction or study guide includes course requirements and evaluation criteria.
☐ 11. On the home page, each topic or module has instructions, deadlines for e-learning and face-to-face learning.
☐ 12. Introduction or study guide includes necessary pre-knowledge and skills as well as technical requirements for participation in the course (or that there are no preconditions).
☐ 13. Introduction or study guide includes principles of assessment and feedback (how, where and when they can get feedback).
☐ 14. Course has deadlines and (course) rules.

Study materials

☐ 15. Learning materials and learning activities correspond to the course ECTS credits. A course of 1 ECTS includes ca 40 page full-text based materials in addition video lectures.
☐ 16. Study materials in Moodle should be as books or web pages or PDF files (no doc, ppt format).
☐ 17. Study materials are full-texts, not slides (slides can be integrated into the video or audio).
☐ 18. Study materials include information about the author (author’s name and the year, the course name).
☐ 19. Study materials are linguistically correct.
☐ 20. Study materials are properly designed and illustrated.
☐ 21. Sources of information (text, illustrations) are properly cited.

Activities and assessment

☐ 22. The e-course has instructions for activities (when and for what) in a study guide.
☐ 23. All tasks have clear and thorough instructions.
☐ 24. The course is technically complete (the links work, the necessary tools open).
☐ 25. The course has tools for communicating with the teacher (forums).
☐ 26. For evaluation of learners, there are different Moodle activities with correct evaluation scales.
☐ 27. All assessed activities mentioned in the study guide are in the Moodle gradebook.
☐ 28. Gradebook is configured correctly.
☐ 29. The e-course has a feedback questionnaire (including the a-learning component of the course).