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 on the basis of 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 e-learning component of the course).