# **Discussion document: QMUL E-Learning Baseline Standards 2017**

## **Questions for User Groups**

Comment on anything in the document using the following questions as prompts. Please consult with all relevant colleagues and respond individually or collectively to elu-apps-manager@qmul.ac.uk by 21st December 2017.

1. Is the proposal below a workable approach to nudging colleagues forwards with e-learning?
2. At what level should it be applied - faculty, school, dept? If so, will there need to be variants at each level?
3. Should it apply to all types of taught course - undergrad, postgrad, taught, distance?
4. Is it comprehensive enough? Is anything missing? Is it too limiting?
5. How should it be disseminated? Centrally, locally, via what medium?
6. How should it be implemented? Through templates, ‘How to’ guides?
7. How should it be monitored?
8. Do you agree with proposed milestones?

## **Background**

The E-Learning Baseline Standard have been developed by the E-Learning Unit to:

* Ensure consistency of provision of core information and resources in QMplus for all students across Queen Mary University of London.
* Help the college achieve its strategic objective around teaching, learning and the student experience.
* Support schools in delivering a quality online learning experience to their students.
* Update and build-upon the existing School and Faculty policies around e-learning and QMplus originally developed 2012-2014 with the introduction of QMplus.

It is important to understand that a baseline standard is not intended to limit the ambition of staff in the development of online learning materials. We are in fact working on an extended version of the baseline (Baseline plus!) which will provide a structured set of examples for how they can enhance their online teaching beyond the baseline.

## **Proposed Milestones**

* Complete consultation on baseline: December 2017
* Publish version 1: January 2018
* Test on sample courses in Semester B: January April 2018
* Work with colleagues in Schools to redesign School templates and support documentation: Summer 2018
* Voluntary rollout: September 2018
* Institutional rollout: 2019 onwards

## **Proposed QMUL E-learning Baseline**

Every taught module at QMUL will have an online QMplus area, this will include:

1. A standard design with standard information
2. Up to date learning content (accessible for all students)
3. A coherent communication process
4. Assessment and feedback information
5. Links to Q-Review recordings (where appropriate)

These are now explained in more detail below:

## 1. A Standard QMplus Design with Standard Information

At a minimum, all QMplus course areas will:

1. Have the faculty or school based template with the default structure, colours and content available for students.
2. Include Basic Module Information:
	* 1. Module name
		2. Module code
		3. Credit value
		4. Name and contact details (at least an email address) for the lead module convenor or teacher (or all where relevant)
		5. Office hours
		6. A link to the module aims/learning outcomes
		7. A link to the module timetable
3. Include logical Topic/Section Headings
4. Have clearly structured and signposted content
5. Have meaningful filenames
6. Organise content through the use of books/pages/folders where appropriate
7. Include expectations about how the course area will be used
8. Include links to generic online user guidance for students on how to use QMplus (available on ELU website – generated at template level?)

## 2. QMplus Learning Content

At a minimum, all QMplus course areas will include:

1. Content, resources and activities that comply with relevant accessibility legislation (reasonable adjustments made).
2. Content and resources that are copyright compliant (e.g. scanned or .pdf documents to include the CLA coversheet, proper acknowledgement).
3. Up-to-date content (old content with old dates and information should be removed or hidden from students).
4. Active links (links reviewed regularly; dead links removed or updated).
5. The lecture slides or notes (unless the module convenor considers this inappropriate for pedagogical reasons) and any other materials that support face-to-face teaching.
6. A structured module reading list(s)
7. All uploaded audio and video content to be added via our QMplus media service, instead of directly on QMplus
8. Appropriate image sizes
9. If using external e-learning packages (such as SCORM) then appropriate support should be provided.

## 3. A Coherent Communications Process

At a minimum, all QMplus course areas will include:

1. A communication strategy that is clearly communicated to students. (For example, how will important information be sent out to students - such as, last minute lecture changes?).
2. Regular monitoring of student comments within forums by module convenors (administrators and/or teachers).

## 4. Assessment and Feedback Information

 At a minimum, all QMplus course areas will include:

1. Basic assessment information including:
	* 1. How to submit
		2. Deadlines
		3. Cut off dates
		4. Penalties
		5. Things they need to conclude
		6. File naming conventions
		7. Marking criteria
		8. Expected feedback and grades dates
2. Where possible, all formative feedback should be provided through QMplus
3. Coursework assignments, whether as activities built into QMplus or webpages or documents embedded in it.
4. A link to the assessment profile and timetable for feedback (outline assessment information as it appears on the Module proposal form, including weightings etc.) as appropriate.

## 5. Links to Q-Review recordings (where appropriate)

1. Every module that has an associated lecture that takes place in a Q-Review enabled room will be recorded (unless the teacher has chosen to opt out for pedagogical reasons)
2. Q-Review recordings will be made available to students
3. Where there is a lapel microphone (clip-on mic) available in the lecture room, the presenter will wear this microphone during any lecture that is being recorded.