

E-learning Standards Self-Assessment Checklist

To be completed by those responsible for the course provision and in conjunction with others as relevant. Check statements that have been met; if they have not, add comments below. Completed checklists should be submitted to qualifications@bohs.org and kept for discussion during course developments.

**Course:**

**Course Provider:**

**Reviewer(s):**

**Date:**

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| **1. STRUCTURE** | Met?(Y/N) |
| **1.1** Provide a brief Course Summary |  |
| **1.2** Present activities and resources so that they are meaningful and clearly structured |  |
| **1.3** Minimise cognitive load |  |
| **1.4** Incorporate relevant visuals |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **2. ORIENTATION AND EXPECTATION** | Met?(Y/N) |
| **2.1** Include a description of intended Learning Outcomes for the course, activities and resources (as relevant) |  |
| **2.2** Explain expected participant interactions |  |
| **2.3** Incorporate an explanation of technical requirements |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **3. COMMUNICATION** | Met?(Y/N) |
| **3.1** Provide a Communication Statement |  |
| **3.2** Provide relevant Contact Details |  |
| **3.3** Use appropriate language throughout |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **4. ASSESSMENT** | Met?(Y/N) |
| **4.1** Provide an assessment outline |  |
| **4.2** Offer a range of assessment methods (where appropriate) |  |
| **4.3** Ensure that assessments are linked to course content and Learning Outcomes |  |
| **4.4** Provide feedback on assessments |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |

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| **5. RESOURCES** | Met(Y/N) |
| **5.1** Use descriptive titles for all items |  |
| **5.2** Provide learning resources |  |
| **5.3** Provide pre/post course preparation (where relevant) |  |
| **5.4** Will perform regular checks to ensure that resources are reliable |  |
| **5.5** Embed videos and other media |  |
| *Any areas not met, with rationale and/or appropriate alternative:* |
| **6. CROSS-PLATFORM COMPATABILITY**  |  Met(Y/N) |
| **6.1** Consider file formats |  |
| **6.2** Compress files |  |
| **6.3** Content fully usable in a range of modern browsers: Chrome, Safari, IE/Edge and Firefox |  |
| **6.4** Content fully usable on Windows, iOS and Android |  |
| **6.5** Mobile friendly content |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **7. ACCESSIBILITY**  |  Met(Y/N) |
| **7.1** Provide accessible learning resources |  |
| **7.2** Clearly signpost how links open (e.g. to a new window) |  |
| **7.3** Meet online learning standards in usability and accessibility using Web Content Accessibility Guidelines 2.1 (AA) <https://wave.webaim.org/> |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **8. LEGISLATION** | Met(Y/N) |
| **8.1** Observe Intellectual Property and Copyright legislation |  |
| **8.2** Course complies with the BOHS Privacy policy: <http://www.bohs.org/privacy-policy/> |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |
| **9. QUALITY ASSURANCE** | Met(Y/N) |
| **9.1** Enable users to evaluate the course anonymously |  |
| **9.2** Encourage all stakeholders to contribute to the course/programme evaluation |  |
| **9.3** Course evaluation covers all aspects relevant to the use of technology for teaching and learning |  |
| **9.4** Review all courses annually |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* |

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