QMplus Baseline Standards - Checklist

This checklist will help you systematically meet the baseline standards for your QMplus course.

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| **Organising Your Course** | **Check** |
| Use a course template: Ensure your course is set up using the appropriate QMplus course template. Reach out to your [QMplus local school contact](https://www.qmul.ac.uk/technology-enhanced-learning-team/get-support/qmplus-local-school-contacts/) for assistance. |  |
| Avoid long lists of files or text; use sections and subsections. |  |
| Label files and topics clearly and logically (e.g., by week or subject). |  |
| Provide core information and ensure the [Module Information Block](https://qmplus.qmul.ac.uk/mod/wiki/view.php?pageid=3535) is set up correctly. Double-check that module information (e.g., course code, credit value) is accurate. |  |
| **Checking Your Content** | **Check** |
| To maximise the accessibility of materials, provide content such as Word or PowerPoint where possible rather than PDFs. |  |
| Avoid using bespoke colour-coding schemes that may be difficult for some to read. |  |
| Use [Microsoft 365 accessibility tools](https://support.microsoft.com/en-us/office/accessibility-tools-for-microsoft-365-b5087b20-1387-4686-a0a5-8e11c5f46cdf) to check the accessibility of your files before they are added to QMplus. |  |
| Run the [Brickfield Accessibility Checker](https://qmplus.qmul.ac.uk/course/view.php?id=24492) on your QMplus content. |  |
| Add textual descriptions to images. |  |
| Add relevant copyright coversheets to scanned documents. |  |
| Use properly attributed [Creative Commons](https://creativecommons.org/) images. |  |
| Delete outdated content. |  |
| Upload lecture slides and notes at least 24–48 hours before the lecture. Avoid uploading handwritten notes. |  |
| Embed media content via QMplus Media and ensure it is consistent with the [Disability and Dyslexia Service’s Accessible Materials](https://www.qmul.ac.uk/disability-and-dyslexia-service/inclusive-practice/staffinfo/) advice. |  |
| Compile an online reading list for library resources using [Reading Lists Online (Talis Aspire)](https://qmul.rl.talis.com/index.html). |  |
| **Communicating with Students** | **Check** |
| Specify how students will receive important information (e.g., via [announcements forum](https://qmplus.qmul.ac.uk/mod/wiki/view.php?id=2489605)). |  |
| Explain how students should communicate with staff (e.g., via [Quickmail or direct messaging](https://qmplus.qmul.ac.uk/mod/wiki/view.php?id=2490881)). |  |
| Inform students about how you will use QMplus and what is expected of them. |  |
| Consider offering a tour of your QMplus course at the start of the term. |  |
| **Assessing and Providing Feedback** | **Check** |
| Include guidelines on submission format, file naming, word count, and deadlines. |  |
| Specify penalties for late submission and procedures for extenuating circumstances. |  |
| Provide marking criteria. |  |
| For summative assessments, clarify the weighting and contribution of the assessment to the final grade. |  |
| Provide a timeline for grades and feedback. |  |
| Display all assessment-related information in the [Assessment Panel](https://qmplus.qmul.ac.uk/mod/wiki/view.php?id=2523090) to centralise resources. |  |
| Use QMplus for all grades and feedback to ensure they appear in Gradesplus. [How to Grade Assignments](https://qmplus.qmul.ac.uk/mod/wiki/view.php?id=2523735#toc-6). |  |