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| Delete outdated content.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). |[ ]