Checklist Course Preparation

This checklist covers the preparation for the course. It includes the items which should be considered for the course or be available in the course. Well defined courses fulfil all the items completely. Please find in brackets the number of the used benchmark of the E-xcellence quality associates label of the EADTU (European Association of Distance Teaching Universities).
Link: https://e-xcellencelabel.eadtu.eu/tools/manual

The course includes a clear statement of learning outcomes based on defined competence(s) [BM #10].	☐
There is reasoned coherence between learning outcomes, the strategy for use of distance learning, the scope of the learning materials and the assessment methods used [BM #10].	☐
There an explicit rationale for the use of each distance learning component, especially for the used multimedia-based and interactive material.	☐
OER and other third-party material is selected with regard to learning outcome, tailored if necessary, for fit to the learning context, and integrated with other learning materials [BM #13].	☐
Used materials have sufficient interactivity (student-to-content or student-to-student) to encourage active engagement and enable students to test their knowledge, understanding and skills [BM #14].	☐
Independent learning materials provide learners with regular feedback through self-assessment activities or tests [BM #15].	☐
Courses provide both formative and summative assessment. Assessment is explicit, fair, valid and reliable. Assessment rules are well-known to the learners [BM #17].	☐
The technical infrastructure maintaining the distance learning system is fit for purpose and supports both training and administrative functions [BM #19].	☐
The systems for communication and provision of information are secure, reliable and assure appropriate levels of privacy [BM #20].	☐
Appropriate provision is made for system maintenance, monitoring and review of performance [BM #21].	☐
Information about how to use the distance learning system(s) and services is provided to all users in a logical, consistent and reliable way [BM #23].	☐

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