



UCL Academic Manual 2018-19

Chapter 11: Teaching and Learning

E-Learning Baseline – enhancing e-learning provision

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Policy

1. Rationale

The E-Learning Baseline sets out the minimum expectations for e-learning provision for all taught programmes and modules at UCL, with a focus on Moodle. Students generally value the use of Moodle and e-learning to support modules and programmes but frequently criticise the variability in usability, availability and quality of online materials. The Baseline is intended to offer straightforward guidance in a checklist format to help staff ensure that Moodle courses are consistent and clearly laid out. The Baseline also ensures that statutory requirements for accessible and easily navigable content are met. Since 2011 the UCL E-Learning Baseline has been recommended as good practice and, in July 2017, was approved by Education Committee as policy.

The Baseline is available online (<https://wiki.ucl.ac.uk/display/UCLLearning/UCL+E-Learning+Baseline%3A+enhancing+e-learning+provision>).

2. The Policy

The e-learning presence (by which we mean Moodle, but will also include other e-learning tools where used) for every taught module will be reviewed against the UCL E-Learning Baseline as an institution-wide activity in 2018/19. The review will be repeated every three years, with the exception of those modules which fail to meet the Baseline, or are new or substantially revised

modules, which will need to be re-evaluated the following year. The policy includes, as an addition to the Baseline, the principle that appropriate lecture materials should be made available 48 hours ahead of class.

2.1 Overall responsibility

Heads of Department/Division/Institute will be responsible for overall monitoring and reporting on overall performance against the Baseline at a departmental level.

Academic leads (programme and module leaders) will be responsible for providing the Heads of Department with data from the individual module reviews.

2.2 Conducting the reviews

A simple online checklist, and guidance, will be provided in spring 2019 for reviewers to check each baseline area. As well as enabling reviewers to check their courses against the criteria, there is space to enter explanatory comments and reflective notes highlighting good practice or elements to change. Reviewers are able to choose between '**fully met**', '**partially met**' and '**not met**' against each Baseline area.

Module leads are encouraged to involve a combination of academics, teaching support colleagues and students in conducting the reviews in a collaborative and developmental process. Academics might want to discuss their reviews as part of the Peer Dialogue process. Departments might wish to engage student interns to take on some of this work, and to make simple improvements to courses where necessary. It is suggested that the reviews take place during the summer at the same time that modules are updated for the next session, to minimise the burden on staff.

The Digital Education team will provide support to individuals and departments to help them to meet the requirements of the Baseline.

2.3 Reporting outcomes

The high-level outcomes of the Baseline review will be in the form of a list of those modules reviewed and the numbers which have fully met the baseline. There should be an agenda item at Faculty Teaching Committees and at SSCs for reporting where there are issues and where modules or programmes are not meeting the Baseline.

The outcomes of the e-learning baseline review, and a description of any significant gaps or areas of difficulty, should form part of the self-evaluation document for the IQR. Departments are asked to comment on the extent to which their modules and programmes meet the Baseline, and on their approach to the use of e-learning. They should describe their aspirations for the use of technology to enhance their teaching, and any related support

2.4 Support from ISD Digital Education

Digital Education supports the implementation of this policy and can help individuals and departments meet the requirements of the baseline. This includes online guidance in the Baseline documentation, bespoke templates and departmental training events by arrangement. Please contact digi-ed@ucl.ac.uk to discuss. More information about the implementation framework and processes across UCL will be disseminated during 2018/19. Digital Education are also developing more easy-to-use support materials including an online tool to check modules. Current resources available currently are as follows.

Baseline Print version:

<https://wiki.ucl.ac.uk/download/attachments/51712848/UCL%20E-Learning%20Baseline%202016.pdf> - includes a checklist. You can also request hard copies of the Baseline booklet to be delivered to your department via digi-ed@ucl.ac.uk

Baseline Online version:

<https://wiki.ucl.ac.uk/display/UCLLearning/UCL+E-Learning+Baseline%3A+enhancing+e-learning+provision>

Moodle Resource Centre Guides to using Moodle for Staff:

<https://wiki.ucl.ac.uk/display/MoodleResourceCentre/Guides+to+using+Moodle+for+staff> - includes section on "UCL Baseline Level" with list of relevant Mini-guides.

Making lecture materials available in advance:

<https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M03a+Making+lecture+materials+available+in+advance>

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