

# SSEN Module Check & Enhance Tool

This tool has been created for the School of Science and Engineering to guide you through the preparation and review of the set-up of your module to improve consistency for our students.

Follow the steps on the next pages to confirm your module readiness.

# Module Checklist

The aim of the module checklist is to help you prepare your module for release to students. The checklist is split into five sections for you to track your progress as you go. Once the module checklist is complete, continue to the module review page.

## General Checklist

- All notes for instructors have been removed or are hidden from students
- Template structure has been retained to ensure consistency across modules
- All relevant and core sections are visible to students
- All titles are clear and descriptive
- Relevant dates / timetable clearly communicated to students
- All third-party material has been copyright cleared
- Progress tracking has been enabled
- List of module instructors have been prioritised

## Welcome

- Welcome video
- A written introduction

## Module Guide

- Module Aims & Learning Outcomes
- What you'll learn in this module
- How you'll learn in this module
- Contact information for key staff
- Changes to this module since the previous iteration, if applicable
- Accessibility statement visible
- A link to Science and Engineering Student Organisation is visible and correct

## Academic Integrity

- Academic Integrity document is visible
- Any additional, subject specific information on academic integrity has been added if applicable

## Assessment Area

- Assessment Schedule
- Marking Criteria are clear and available to students
- Guides / information for use of Assessment Tools, if applicable
- Mitigating Circumstances Guidance and Form is visible

Print version

## Library Resources

- My Library
- Library: Resource List

## Video Resources

- Module YuJa channel is visible to students
- Location of lecture recordings in clear to students

## Accessibility

- Any accessibility issues highlighted by Blackboard Ally have been addressed
- Images have been given a description (or marked as decorative, if applicable)
- Original file formats of resources (e.g. word document, presentation or LaTeX files) have been provided as well as PDFs
- Learning resources use sufficient contrast throughout
- Descriptive text has been used for hyperlinks
- Heading styles have been used in Bb documents and files (e.g. MS word)
- Accessibility Statement visible

## Module Review Tool

The aim of the Module Review Tool is to help you review and enhance your module. Highlight the relevant segments of the rubric to see a colour-coded overview of your module. This gives you a lens for identifying areas where your module can be enhanced.

Read the table below for more information on sections of the module template.



| <b>Welcome</b>   | <b>Module Aims &amp; Learning Outcomes</b>  | <b>How you'll learn in this module</b>   | <b>Contacting Key People</b>   |
|--|---|--|--|
| <p>Introduce yourself with a short video or written message with accompanying picture welcoming students to your module.</p> <p>Explain why this module is relevant in both its relationship to the wider course and how it will be useful in practice.</p> <p>Please express your passion and enthusiasm for the subject and why, personally, you find it so interesting.</p> | <p>Make a short video, audio and/or written message explaining the core module aims and learning outcomes.</p> <p>If possible, include information about graduate attributes (the qualities, skills and understandings they will develop that can be applied to work and society).</p> <p>Also please attach the descriptor for the module.</p> | <p>If possible, provide a video, images, or written description of how the lesson will be taught (such as a class recording).</p> <p>Write an outline of how the module will be delivered (tutorials, lectures, activities, etc.)</p> <p>If you deliver particular activities or utilise special tools or technology, please outline these also.</p> | <p>List the key module facilitators with their contact information in a clearly formatted way.</p> <p>Include staff pictures so students can put a name to a face.</p> <p>List contact hours or how students should engage with staff.</p> |

|                 | Welcome   | Module Aims & Learning Outcomes                         | How you'll learn in this module                                 | Contacting Key People                                      | Assessment Area  | Library: Resource List     |
|-----------------|---|---|---|--|--|----------------------------|
| Excellent       | Introduce yourself<br>How module links to program<br>Why is it exciting | Module Aims<br>Learning Outcomes<br>Graduate Attributes | Demo of teaching<br>Outline of delivery<br>Any other activities | Staff pictures<br>Clearly written details<br>Contact hours | Assessment Schedule<br>Marking Criteria<br>Assessment Guidelines | Comprehensive Reading List |
| Good            | Introduce yourself<br>How module links to program                       | Module Descriptor                                       | Outline of teaching delivery<br>Describe any other activities   | Contact hours  |  |                            |
| Okay (baseline) | How module links to program   | Module Aims<br>Learning Outcomes<br>Module Descriptor   | Outline of teaching delivery                                    | Clearly written details<br>Contact hours                   |  |                            |
| Needs Work      | Simple welcome message  | Module Descriptor                                       | Module Descriptor   | Poorly formatted details                                   |  |                            |
| Poor            | No welcome message  | Word / PDF Attachment (except module descriptor)        | Word / PDF Attachment (except module descriptor)                | Word / PDF Attachment                                      |  |                            |

Outline the relevant segments to review your module...

Print version

Thank you for using the Module Check and Enhance Tool...

Support

If you would like help with ideas or developing materials for your course, please email your School's Learning Technology team – [SSEN-LT@dundee.ac.uk](mailto:SSEN-LT@dundee.ac.uk)

Acknowledgements

Created by David Millar – School of Business

Adapted by LJ Logue and Jason Cobham – School of Science and Engineering

In collaboration with the Centre for Technology and Innovation in Learning