

Threshold Standards for Supporting Learning with Technology Policy

These standards set out the minimum good practice for online support and delivery of all modules, whether delivered wholly online, face to face, or a combination of the two. Through consultation, they have been established to enable a consistent student experience, and create a high quality foundation for learning across SHU¹.

1. Every taught module has a Blackboard module site

To ensure a consistent student experience, every module should be supported by a Blackboard module site. Where other online tools are used to support learning activities, they should be integrated with or linked to from the Blackboard site.

2. Sites are easy to navigate and provide access to core information

Consistent approaches to the structure and presentation of module sites across courses help students and staff to engage with sites quickly and effectively. With this in mind:

- Check the site's main structure corresponds to the standard module site template.
- Name content areas, folders and items meaningfully, and organise for easy navigation.
- Ensure that essential module information (e.g. module descriptor, assessment schedule, etc.) is easy to locate.
- Upload learning materials such as lecture notes and hand-outs, preferably before each session.
- Link to the Resource List Online for the module.
- Keep resources and links up-to-date.

3. Communication is clear, and sets expectations for engagement

A successful and rewarding student learning experience is underpinned by an understanding of how to engage with the module online, its content and learning activities. Specifically:

- Use a welcome announcement to introduce the module and signpost essential content.
- Articulate how students should engage with the module, and how often. Throughout the site, make it clear what they are to do with content and how to engage with learning activities.

¹ In addition to these institutional standards, any additional faculty-specific standards must also be followed.

- Provide the appropriate practical support and guidance needed for students to participate in learning activities, e.g. use of social media, or specialist online tools.
- Inform students how they will be told of things such as last minute room changes, instructions for lecture preparation, or deadline reminders.
- Include contact and availability details for all staff appropriate to their role on the module.

4. Assessments and feedback are clearly presented

Students expect assessment briefs and grading criteria to be readily available for all assessments, and have immediate and flexible access to feedback and marks when they are released. To achieve this:

- Inform students on how to access their assessment schedule and deadline information.
- Provide the assessment statement, which includes assessment briefs and marking criteria, at the beginning of the module.
- Articulate how, when and in what format students can expect to receive feedback on their work.
- Use Grade Centre to publish provisional marks to students.

Approved by Academic Board
13th October 2015