

THE GUILD

Threshold Level Specification for Online Modules

This specification provides a checklist of criteria that online and blended modules are recommended to meet. It should be read in conjunction with The Guild's '[Principles for Online and Blended Learning](#)' document which outlines how modules should be designed to be: *evidence based, student centred, active, inclusive, flexible and pedagogically driven*.

1) Structure and Design

All modules should:

- Have a structured display of content
- Have clear and consistent navigation and nomenclature
- Allow all key content to be accessed by students in two clicks or less from the home page

2) Content

All modules should:

- Provide contact information for the module lead(s)
- Set out the expectations/requirements for attendance and engagement
- Provide a timetable or schedule of activities
- Indicate the intended learning outcomes
- Contain (links to) all learning materials (*e.g.* reading lists, videos, slides, course notes)

3) Communication, Collaboration and Interaction

All modules should:

- Outline a communication strategy that allows for synchronous and asynchronous communication with staff and for asynchronous communication with other students
- Describe mechanisms, if applicable, for students to collaborate and to present their work
- Include group work tasks in their learning design

4) Assessment and Feedback

All modules should:

- Provide formative assessments to prepare students for summative assessments
- Give details of all assessments and deadlines (including formatting, referencing *etc.*)
- Provide information that explains the criteria that will be used for marking
- Give clear instructions for the submission of summative work
- Provide details of how and when feedback will be provided on all assessments
- Include opportunities for reflective practice/self-assessment/evaluation (*e.g.* [check-in-surveys](#))

5) Accessibility and Quality Assurance

All modules should:

- Take account of the College's legal requirements for:
 - [Accessibility](#)
 - [Copyright](#)
 - [Data protection](#) (GDPR)
- Provide links to instructions for all digital tools that students are required to use
- Have their contents reviewed before and after delivery according to Departmental protocols