

# The University of Glasgow: Moodle Minimum

The University of Glasgow has decided to follow other higher education institutions across the UK in creating a baseline of the minimum requirements that all teaching courses in Moodle should contain as guidance. There are two reasons for these guidelines being produced:

- There has been increased student demand for university wide consistency in terms of the standard of Moodle courses across schools and colleges, which in turn will improve the student experience
- As an institutional recommendation of the QAA Scotland funded 'Transitions to blended learning' Quality Enhancement project (2014-17)

The proposition is that all taught courses using Moodle can use this guide, including the following items on their Moodle course:

## Course information

- Course description and aims
- Intended learning outcomes
- Course content outlined
- Course handbook (above can be included in the course handbook, or separately)
- OR link to a subject homepage/course specifications with this information

## Staff/ Representative Information & Communication

- Course leaders' details including an email address and office hours
- Contact details for the course administrator (if applicable) and class representative for the course, if known
- OR link to a subject homepage with this information
- Announcements (news) forum
- Discussion forum with guidance on how to use this space (e.g. for posting questions about the course)

## Resources

- A reading list, where appropriate, taking advantage of library e-resources and reading list functions
- Access to class presentations and associated materials/ readings, to be made available one working day in advance of the class for accessibility purposes [As stated in [the Accessible and Inclusive learning policy](#)]
- Access to any lecture recordings, as appropriate

## Assessment and feedback

- Details of coursework including formative/summative assessments and exam information
- Marking criteria for assignments, including rubrics where used
- Timetable of submission dates and details of how each assignment will be submitted
- Generic (or otherwise) class wide feedback on past assessments, for example, exam feedback
- Links to past papers/online past paper service or mock sample papers for exams, as appropriate

## Course evaluation

- A summary of any available documentation on the review of the course from the previous year/run

*These are recommendations, and there is an awareness that some of these guidelines may be in different formats and in different locations dependent on College/School.*