

Theme	Item	Baseline	Benefits	Baseline+	Guidance
Orientation and structure	Module Homepage	<ul style="list-style-type: none"> <li>- Welcome video and text that introduces module aims, teaching staff and how students will learn</li> <li>- Share how and when students can contact you</li> <li>- Signpost students on what to do next</li> </ul>	<ul style="list-style-type: none"> <li>- Sets the tone and expectations early</li> <li>- Gives students a starting point</li> </ul>	Video filmed professionally in Learning & Teaching Enhancement studio	<p><a href="#">How to edit a page</a></p> <p>How to record a video in Panopto</p>
	Course Structure & Navigation	<ul style="list-style-type: none"> <li>- Use Units to organise content into weeks or topics</li> <li>- Use clear sub-headings for each topic and/or week with a description of what will be covered on the Syllabus page (previously the Learning and Teaching page)</li> </ul>	<ul style="list-style-type: none"> <li>- Helps students find materials quickly</li> <li>- Reduces confusion and cognitive load</li> <li>- Encourages independent learning from day one</li> <li>- Enhances student experience on mobile devices</li> <li>- Simplifies the rollover process for future module instances</li> </ul>	<p>Provide brief introductory video for each topic of the module</p> <p>Use prerequisites in Units to allow students to track their progress</p>	<p><a href="#">How to use Units</a> (please note the guidance calls these 'Modules')</p> <p><a href="#">How to add a Unit</a></p> <p><a href="#">How to use prerequisites with Units</a></p> <p><a href="#">How to reorder or move Units</a></p> <p><a href="#">How to copy a Unit to another Module</a></p>

	Communication and Engagement	<ul style="list-style-type: none"> <li>- Make Announcements brief, clear and action oriented</li> <li>- Keep Key Contacts Page information up to date</li> <li>- Clearly state engagement expectations and how to use Discussions, if being used</li> </ul>	<ul style="list-style-type: none"> <li>- Builds a sense of connection and trust</li> <li>- Keeps students on track and informed</li> <li>- Ensures students know where to find help</li> </ul>	Publish the Story of the Module Page to share how feedback has shaped the module	<a href="#">How to use Announcements</a>
Learning, teaching and assessment	Learning Materials & Resources	<ul style="list-style-type: none"> <li>- Module is published 7 days before teaching begins</li> <li>- Ensure any additional material added is available before teaching</li> <li>- Use Units to organise content into weeks or topics</li> <li>- Use clear and consistent labelling of Pages and Files</li> </ul>	<ul style="list-style-type: none"> <li>- Helps students prepare for their learning and builds confidence to contribute to discussions etc.</li> <li>- Builds confidence and engagement with content</li> <li>- Improves engagement when accessing content on mobile devices</li> </ul>	Utilises further Canvas functionality, including but not limited to: <ul style="list-style-type: none"> <li>- <a href="#">Canvas Credentials</a></li> <li>- <a href="#">Mastery Paths</a></li> <li>- <a href="#">Collaborations</a></li> </ul>	<a href="#">How to create a Page</a> How to upload media to Panopto <a href="#">How to create or edit Reading Lists</a>

		<p>(e.g. “Week 1 Lecture Slides”, “1.1, 1.2, 1.3”)</p> <ul style="list-style-type: none"> <li>- All recorded media uploaded and made available in Panopto</li> <li>- Readings included within the module Reading List</li> </ul>			
	Assessment & Feedback	<ul style="list-style-type: none"> <li>- List formative and summative assessment deadlines and instructions clearly, with clear detail on kind of assessment</li> <li>- Provide rubric or a marking criteria for formative and summative assignments</li> <li>- Let students know when and how they’ll receive feedback</li> </ul>	<ul style="list-style-type: none"> <li>- Reduces misunderstandings</li> <li>- Encourages timely submission and academic integrity</li> <li>- Helps students understand how to improve</li> </ul>	Provide sample student responses to equivalent assignments with commentary on successful features/areas for improvement	<a href="#">How to create an Assignment</a> <a href="#">How to create/add a rubric</a> <a href="#">How to manage rubrics</a> <a href="#">AI Assessment Scale</a>

		<ul style="list-style-type: none"> <li>- Provide overarching statement about module approach to GenAI</li> <li>- For each assignment, clearly state what use of GenAI is permitted (this could be illustrated by confirming where it sits on <a href="#">AI Assessment Scale</a>)</li> </ul>			
	Canvas Analytics - New Analytics	<ul style="list-style-type: none"> <li>- Check participation data to regularly to spot disengagement</li> </ul>	<ul style="list-style-type: none"> <li>- Helps identify struggling students early</li> <li>- Informs teaching decisions</li> <li>- Supports personalised feedback and interventions</li> </ul>		<a href="#">How to view New Analytics</a>
Accessibility and copyright	Accessibility	<ul style="list-style-type: none"> <li>- Use descriptive links (e.g. "Read Week 2 article")</li> <li>- Captions and transcripts for all video and audio are provided</li> <li>- Use the <a href="#">Canvas Accessibility Checker</a> and <a href="#">Module Link</a></li> </ul>	<ul style="list-style-type: none"> <li>- Makes content usable for all students</li> <li>- Meets legal and institutional requirements</li> </ul>	Integrate accessibility checks as part of the content creation process rather than at the end, or as a reactive task.	<a href="#">How to use the Canvas Accessibility Checker</a> <a href="#">How to validate links</a> <a href="#">How to use the Accessibility Report</a>

		<p><a href="#">Validator</a> to ensure all links added are valid</p> <p>Use the <a href="#">Accessibility Report</a> to identify and action fixes identified</p>			
	Copyright	<ul style="list-style-type: none"> <li>- External materials used are copyright-cleared or openly licensed, with links added where suitable</li> </ul>	<ul style="list-style-type: none"> <li>- Meet legal and institutional requirements</li> </ul>		<a href="#">Library copyright guidance</a>
Software and Applications	Using additional software	<ul style="list-style-type: none"> <li>- If a module makes use of additional software or Canvas functionality, it should:</li> <li>- Explain why it is being used</li> <li>- Provide instructions on how to use and access, including engagement expectations</li> <li>- Link to support or help guides</li> </ul>	<ul style="list-style-type: none"> <li>- Helps students feel confident using unfamiliar software</li> <li>- Reduces technical issues and delays</li> <li>- Increases engagement with interactive or collaborative features</li> </ul>	<p>Supported functionality within Canvas and other software:</p> <ul style="list-style-type: none"> <li>- <a href="#">Collaborations</a></li> <li>- <a href="#">Canvas Credentials</a></li> <li>- <a href="#">Mastery Paths</a></li> <li>- <a href="#">Padlet</a></li> <li>- CampusPress</li> <li>- Mentimeter</li> <li>- LinkedIn Learning</li> </ul>	

				- Faculty specific software (Safe Medicate, Labster etc.)	
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