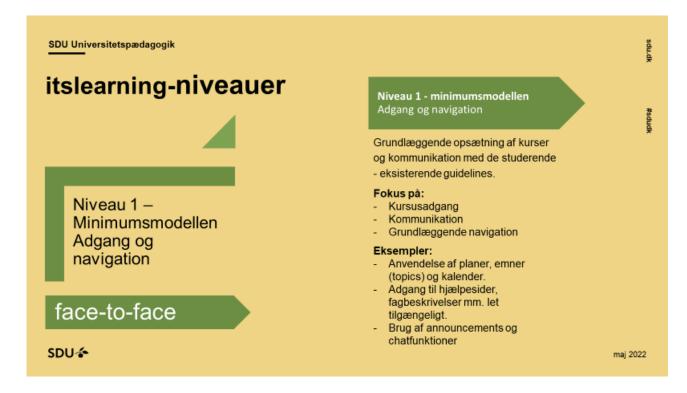


Level 1 – access and navigation (minimum model)



Contents

Le۱	/el 1 – access and navigation (minimum model)	1
1	Instructions clarify how the students get started and where the different kinds of course	
ele	ments are found	2
1.1	Use of <i>Plans</i> .	2
1.2	Use of Topics	2
2	End goal and structure of the course is introduced and made attainable for the students	3
2.1	Topic General Course Information	3
3	Clear lines of communication	3
3.1	Lines of communication are clear and obvious	3



1 Instructions clarify how the students get started and where the different kinds of course elements are found.

1.1 Use of Plans.

Item	Recommendation	Guides (itslearning Guides – Teachers)	Complied yes/no
i.	All activities should be included in plans, we recommend one plan per lecture as a minimum	Create a teaching plan	
ii.	Should be accessible from the calendar.	Setting a time for plans	
iii.	Should include a description of preparation activities	Create a teaching plan - Video 3 things to remem- ber	
iv.	All resources and activities should be described in the description field or by using a note/page	Create a teaching plan - Video 3 things to remem- ber	
٧.	If many activities or descriptions are needed, a note or page is preferable	About itslearning - Quick Start guide	

1.2 Use of Topics

Item	Recommendation	Guides (itslearning Guides – Teachers)	Complied yes/no
i.	Topic General Course Information should be used for information only, not for course activities See section 2.a below.	About itslearning - Instructions for using itslearning	
ii.	Topics should be logically compiled following the course structure, preferably subject-oriented	About itslearning - Instructions for using itslearning	
iii.	Topics should contain nice-to-know information only, not need-to-know information – e.g., pictures or text that will motivate the students	Please note text in the Topics description field is not visible in the students' calendar	



2 End goal and structure of the course is introduced and made attainable for the students.

2.1 Topic General Course Information

Item	Recommendation	Guides (itslearning Guides – Teachers)	Complied yes/no
i.	This topic should include a link to the course description as a minimum, a reference to resources a not sufficient	About itslearning - Quick Start guide	
ii.	The teaching plan of the course should be placed here	Add a file to your course	
iii.	Plans in this topic should be assigned to the first lecture in the calendar, unless another date is more relevant	Setting a time for plans	
iv.	Rules and regulations of the course of study (curriculum), exams, and requirements for IT equipment should be easily accessible. We therefore recommend that Students guides to itslearning, mitSDU and digital exams is added to General Course Information	Creating a teaching plan - Assign resources to plan	
٧.	The note Communication should be filled in	(vejledning er under udarbejdelse)	

3 Clear lines of communication.

3.1 Lines of communication are clear and obvious

Item	Recommendation	Guides (itslearning Guides – Teachers)	Complied yes/no
i.	It should be clearly stated how students can contact their teacher	About itslearning - Communicating in itslearning	
ii.	The primary channel of communication should be clearly stated	About itslearning - Communicating in itslearning	
iii.	The teacher's expected response time should be clearly stated	About itslearning - Communicating in itslearning	
iv.	Announcements should be used consistently for information in accordance with the teacher's statement at the beginning of the course	About itslearning - Communicating in itslearning	
V.	itslearning's internal messaging system can be used for one-to-one communication or group communication using the group conversation feature, in accordance with the teacher's statement at the beginning of the course	Communicating with students using the itslearning messaging system	