

## Level 1 – access and navigation (minimum model)

SDU Universitetspædagogik

# itslearning-niveauer

Niveau 1 –  
Minimumsmodellen  
Adgang og  
navigation

face-to-face

**Niveau 1 - minimumsmodellen**  
Adgang og navigation


Grundlæggende opsætning af kurser og kommunikation med de studerende  
- eksisterende guidelines.

**Fokus på:**

- Kursusadgang
- Kommunikation
- Grundlæggende navigation

**Eksempler:**

- Anvendelse af planer, emner (topics) og kalender.
- Adgang til hjælpesider, fagbeskrivelser mm. let tilgængeligt.
- Brug af announcements og chatfunktioner

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# 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 <i>3 things to remember.....</i>	
iv.	All resources and activities should be described in the description field or by using a note/page	Create a teaching plan - Video <i>3 things to remember.....</i>	
v.	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, <b>not</b> need-to-know information – e.g., pictures or text that will motivate the students	<b>Please note</b> 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 <i>Students guides to itslearning, mitSDU and digital exams</i> is added to <i>General Course Information</i>	Creating a teaching plan - Assign resources to plan	
v.	The note <i>Communication</i> 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	