



Contents

Introduction	1
Course Layout - My Learning	1
Assessment	2

Introduction

This document provides a checklist of items to ensure you have your Brightspace module fully set up.

[IT Services also have a checklist on their Knowledge Base](#) - this one provides additional detail on some of the items.

You can also view the UCD [Virtual Learning Environment: Standards Policy here](#).

Course Layout - My Learning

- [The **Overview** section has been populated](#) with an introduction to the module, including details such as Learning Outcomes, the Module Coordinator's contact details and a brief synopsis of the module.
- [Content has been imported from the previous run of the module/has been newly created](#).
- Content is organised into weeks/topics that are clearly labelled
- Lecture notes/slides are available prior to the lecture

- [Start dates can be applied to sections](#) (look at the instructions for the 'Classic Content Experience' on this page) to stagger release of content throughout the trimester or [content can be hidden from students](#) temporarily.
- The assessments have been linked at the appropriate places within the **My Learning** section.
- [Ensure your content is accessible using the Ally tool.](#)

Assessment

- The default settings for the module have been applied via Assessment > Grades (you can [use the Setup Wizard for this](#)). This includes the **Grade Scheme** which needs to be changed from percentage to *(Default) 40% Pass Standard Letter/Numeric* or *40% Pass Linear/Numeric* as appropriate.
- The grade scale (/grade scheme) has been provided to students.
- All Assignments/Quizzes are created, and [have associated Grade Items](#).
- All Assignments/Quizzes have Start/End/Due Dates applied as appropriate.
- [All assessments have clear instructions on the requirements, the submission process, the grading strategy and the feedback approach.](#)



- Assignments & Quizzes match the Module Descriptor for ease of grade transfer at the end of the module. [If sub-component assessments have been created, ensure there is also a Calculated Grade Item to combine the sub-components for transfer of the overall grade for that component.](#)
- Accommodations have been applied to students if necessary, either at the [modular \(for quiz accommodations\)](#) or [assessment level](#).