THE GUILD
Threshold Level Specification for Online Modules

This specification provides a checklist of criteria that online and blended modules are recommended to meet. It should be read in conjunction with The Guild’s ‘Principles for Online and Blended Learning’ document which outlines how modules should be designed to be: evidence based, student centred, active, inclusive, flexible and pedagogically driven.

1) Structure and Design
All modules should:
- Have a structured display of content
- Have clear and consistent navigation and nomenclature
- Allow all key content to be accessed by students in two clicks or less from the home page

2) Content
All modules should:
- Provide contact information for the module lead(s)
- Set out the expectations/requirements for attendance and engagement
- Provide a timetable or schedule of activities
- Indicate the intended learning outcomes
- Contain (links to) all learning materials (e.g. reading lists, videos, slides, course notes)

3) Communication, Collaboration and Interaction
All modules should:
- Outline a communication strategy that allows for synchronous and asynchronous communication with staff and for asynchronous communication with other students
- Describe mechanisms, if applicable, for students to collaborate and to present their work
- Include group work tasks in their learning design

4) Assessment and Feedback
All modules should:
- Provide formative assessments to prepare students for summative assessments
- Give details of all assessments and deadlines (including formatting, referencing etc.)
- Provide information that explains the criteria that will be used for marking
- Give clear instructions for the submission of summative work
- Provide details of how and when feedback will be provided on all assessments
- Include opportunities for reflective practice/self-assessment/evaluation (e.g. check-in-surveys)

5) Accessibility and Quality Assurance
All modules should:
- Take account of the College’s legal requirements for:
  - Accessibility
  - Copyright
  - Data protection (GDPR)
- Provide links to instructions for all digital tools that students are required to use
- Have their contents reviewed before and after delivery according to Departmental protocols