Module Level Requirements Checklist	Summer Timeline stage(s)	Relevant "How To" Guides	Completion confirmed
	(stage nrs)	(Guide nrs)	
Module Level Requirements			
Coherence			
Any synchronous components relevant to the achievement of learning outcomes and assessment will always be accompanied by equivalent asynchronous learning materials e.g. a recording, for accessibility purposes.			
A Student Study Plan for each module lays out learning and teaching activities, indicating time students are expected to take for each.			
Consistency			
All modules have synchronous and asynchronous components			
There should be opportunities for Q&A via some asynchronous and some synchronous modes within every module aligned to the units of study, e.g at least every two weeks and ideally weekly.			
There is a list of 'essential' activities, in a suggested order of completion.			
There is at least one 'enrichment' activity. Enrichment activities are optional but they are recommended for all students who wish to explore the topic further.			
All lectures should be broken into bite size chunks of 7-8 minutes with associated learning tasks and be available asynchronously.			
There is a mechanism for students to post questions anonymously, e.g. via QUAC in Moodle.			
All materials (core reading, articles, etc.) should be available electronically.			
Choice			
The Student Study Plan includes an estimate of how long each activity may take to complete, recognising that individual learners may work through activities in different ways			
All of the learning material and associated links for these activities are in the relevant units of study of each individual module site on Moodle.			
Community			
Teaching teams provide a brief informal introductory video (with a social, community-building focus) on Moodle			
Enable peer-to-peer support and engagement for example through 'student cafes' in Moodle			
Touchpoints for students to check-in and feedback on progress, and there must be check-in within the first 2-3 weeks.			