

Schedule C: Minimum standards for unit sites

(Approved by Academic Board on 27 February 2017)

This Schedule is made pursuant to the Course Design and Delivery Procedure.

Framework	Specific elements
Goals	<ul style="list-style-type: none"> • Approved unit guide located at the top level of the folder structure in a unit site, labelled as 'unit guide and information'. Any changes to the unit guide must be approved by Faculty to ensure that the unit guide on the unit site is the same as the approved version. • Assessment folder to include a self-check Turnitin option for students. • Assessment submission must record agreement from students that they understand their responsibilities relating to plagiarism or collusion in submitting assessments. Digital agreement will be included in a standard location on CloudDeakin unit sites. • Individual feedback to students is provided via CloudDeakin assignment folders used for submission, or if assignment boxes are not used, general feedback on assessment is available via the unit site and discussed with students.
People	<ul style="list-style-type: none"> • Welcome message from the Unit Chair (including orientation to unit, learning outcomes and advice on getting started) is presented in a video using the video post widget before teaching commences. A transcript is included in the widget or equivalent information posted as a News item. • Unit Staff widget includes details of teaching staff, with photos.
Learning Resources	<ul style="list-style-type: none"> • Resources have a clear and logical flow, consistent formatting and descriptive file names. • Units offered to Cloud students provide comprehensive learning resources organized to enable self-directed learning • Technical and study support links are included on the unit home page. • If classroom capture is available and used, Echo capture and virtual classroom recordings must be provided to all students in a timely manner. Non-recording of classes must be approved by the Head of School. Students must be notified of classes which are not recorded and the reasons for this (eg class cancellation or group discussion).
Learning Experiences	<ul style="list-style-type: none"> • Active cloud discussion boards are available in the unit site with staff overseeing discussions. • At least one place on the site where unit related student questions are answered in a timely fashion. • Information is published regularly to the site to maintain site activity (eg news and announcements, reminders about assignments, other unit requirements, responses to commonly asked questions).