

# CHECKLIST FOR USING ABSALON

**Run through the checklist no later than 14 days before the start of the course.**

*The checklist has been developed to make it easy for you as course coordinator to ensure the quality of the course room in Absalon, so your students can easily find course materials and can clearly see what they need to do in connection with each class*

## **1 Does your course room contain information for students about:**

- The course structure (e.g. a course plan or an overview via the module page)?
- Types of instruction, assignments and expected workload?
- Teaching materials/curriculum?
- Preparation for the individual classes and follow-up activities?
- Contact information for course coordinators and relevant administrative staff?

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## **2 Does your course room have a clear structure for the course and relevant materials?**

- Does your course room have a single structuring principle?
  - E.g. module front page + pages with content
  - E.g. page front page + modules + content
  - E.g. page front page + page subpages
  - E.g. modules + content
  - Other (e.g. calendar-based)
- Are modules/pages named logically in relation to the course chronology and/or themes?
- Have you chosen a relevant front page with a clear layout?
- Is relevant course material (e.g. files, quizzes, discussions, links, assignments) available from your front page?
- If you use the module page: Is the module easy to find? (If necessary, use text headings or group materials on pages if the module page becomes too long)
- If you use 'pages': Do the pages link to each other so users can navigate back and forth?

## **3 Is your course room clearly titled and structured?**

- Are your files named in such a way that they are meaningful to the students? E.g.: 'theme\_date', 'article\_name'.
- Do your students only encounter relevant and up-to-date material in the course room?
- Have obsolete files been deleted or hidden from the students in the file area?
- Has the left-hand menu been edited so that only relevant menu items are visible to the students?
- Has the course material been published so it is visible to the students?
- Check Visning for studerende (Show to students) or use Godkend links i indhold (Approve links in content) under Indstillinger (Settings).
- Are all the dates correct, and do all links work and direct users to the right material (applies especially to copied course rooms)?
- A link checker is available in Indstillinger – Godkend links i indhold (Settings – Approve links in content) which can detect links that have not been updated.
- Do the course materials comply with UCPH's copyright rules?

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## **4 Is your course room coordinated with other lecturers (course coordinators)?**

- Have the lecturers agreed on the course structure and the structuring principle of the course room?
- Have the lecturers agreed on how to communicate with the students?
- Is the course presented as an overall process that is clear to the students? Is there a correlation between the elements?

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## **5 Principle of continuous improvement**

- Is there feedback from students, course evaluations or other kinds of input that can improve this course room?
- Are there any relevant colleagues you can consult about improving the course room?
- Are there any (new) relevant functions in Absalon that could be useful?