

RCS E-learning Standards checklist

To be completed by those responsible for the programme in conjunction with the technologist (and others as relevant). Check statements that have been met; if not, add comments below. Completed checklists should be kept for discussion during course redevelopments.

Course:

Reviewer(s):

Date:

1. Structure Structure your course clearly to help users navigate quickly, understand the sequence of activities, access information and easily understand the course layout.	Met
1.1. Use the RCS online course template	
1.2. Provide a “tweet-length” summary	
1.3. Present activities and resources in a meaningful, clearly structured and sequenced way	
1.4. Minimise cognitive load	
1.5. Incorporate relevant visuals	
<i>Any areas not met with rationale</i>	
2. Orientation and Expectation Help learners orientate themselves, especially outlining how they are expected to learn and engage with the content	Met
2.1. Include the Intended Learning Outcomes for the course and for activities and resources (as relevant)	
2.2. Explain participation interactions	
2.3. Incorporate an explanation of technical requirements	
<i>Any areas not met with rationale</i>	
3. Communication Ensure effective and consistent online communication with users	Met
3.1. Provide a communication statement	
3.2. Display relevant contact details	
3.3. Use appropriate language directed towards the user	
<i>Any areas not met with rationale</i>	
4. Assessment Ensure assessment is focused and relevant to learning, with requirements clearly stated	Met
4.1. Provide an assessment outline	
4.2. Provide a range of assessment methods (when relevant)	
4.3. Ensure assessments are linked to course content and learning outcomes	
4.4. Provide feedback on assessments	
<i>Any areas not met with rationale</i>	

5. Resources Provide well-labelled relevant learning resources, using a variety of sources	Met
5.1. Use descriptive titles for all items	
5.2. Provide learning resources	
5.3. Provide pre/post course preparation (where relevant)	
5.4. Regularly check resources are reliable	
5.5. Embed videos and other media	
<i>Any areas not met with rationale</i>	
6. Cross-platform compatibility Provide files in accessible formats to enable ease of use to participants including on mobile devices.	Met
6.1. Consider file formats	
6.2. Compress files	
6.3. Ensure content is fully usable in a range of modern browsers: Chrome, Safari, IE/Edge and Firefox	
6.4. Ensure content is fully usable on Windows, iOS and Android	
6.5. Ensure content is mobile friendly	
<i>Any areas not met with rationale</i>	
7. Accessibility Provide an accessible experience; include use of resources by following a few simple rules for the benefit of all users.	Met
7.1. Provide accessible learning resources	
7.2. Clearly signpost how links open (eg to a new window)	
7.3. Meet online learning standards in usability and accessibility using Web Content Accessibility Guidelines 2.1 (AA) https://wave.webaim.org/	
<i>Any areas not met with rationale</i>	
8. Legal Model good copyright practices and ensure GDPR and data protection best practice.	Met
8.1. Observe intellectual property and copyright legislation	
8.2. Ensure the course complies with the RCS Privacy policy: https://www.rcseng.ac.uk/privacy-policy/	
<i>Any areas not met with rationale</i>	
9. Quality Assurance Enable stakeholders to anonymously evaluate online learning provision, to drive improvements.	Met
9.1. Enable users to evaluate the course anonymously	
9.2. Encourage all stakeholders to contribute to the course/programme evaluation	
9.3. Ensure course evaluation covers all aspects relevant to the use of technology for teaching and learning	
9.4. Review all courses yearly	
<i>Any areas not met with rationale</i>	



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