

## **Checklist for teaching staff**

*Despite the fact that technology is often integrated transparently into students' personal lives, new students may have limited experience of the ways that technology is used to support learning and teaching or for academic research. Students also value direct contact with academic staff, so it is important to explain how and why technology is used within the context of academic study, and what benefits it provides to students.*

1. Do you provide “tasters” of online course material and activities that students can view and try out before they arrive? If so, how do you ensure against the danger of information overload with no activity taking place?
2. Have you considered setting up a forum in which current students can provide information and offer tips and ideas to help new students before arrival?
3. Have you considered setting up communities of practice, including current students, new students, alumni and staff, to share information and create a feeling of identity?
4. Does your website provide clear information about the ways that technology is used for your courses? Does it highlight any specific or unusual requirements in terms of software or hardware that students will need?
5. Is the use of technology driven by pedagogy?
6. Is there a consistent (minimum) level of provision of online resources across all courses in your school / department?
7. Do you provide resources in different formats (e.g. paper, online, podcast) to suit different students' needs?
8. Do you use a common delivery mechanism, so that students do not have to re-learn how to find and navigate through online resources for each new course they take?
9. Is relevant help and training offered by central and local support services (e.g. IT, library, e-learning advisors) clearly signposted to students at appropriate points in their courses? Do you work with support staff to tailor this for your particular needs?
10. Is there a “netiquette” policy for both students and staff?
11. Have you considered the role that technology might play in assessment and feedback?
12. Do you showcase examples of best practice?
13. Do you gather and act on feedback from students on the ways that technology is used on courses in your school / department?