# A close up of a sign Description automatically generatedCourse Readiness Checklist

## General information

1. Teaching / Admin staff enrolled to course area using username.
2. Course guide is available.
3. Course welcome is present.
4. Learning outcomes are stated.
5. Staff contact information is present.
6. Clear guidelines and expectations (share a link to the [Etiquette guide](https://abdn.blackboard.com/bbcswebdav/xid-10483254_1)) on engagement with respect to online activities and how student engagement will be monitored.
7. Information on how you will communicate with students, e.g. course updates, online office hours.

## Navigation and layout of course pages

1. Course has easy and consistent navigation.
2. Text is free from spelling and grammatical errors.
3. The course material is visible to students or has appropriate adaptive/conditional release dates set.
4. Opportunities for students to ask questions and engage in conversations around course material and activities are provided (discussions/ synchronous sessions).

## Learning material

1. Material is available to students in manageable chunks.
2. Activities are clearly aligned to the learning outcomes.
3. A reading list has been shared with the library.
4. Third party material is referenced appropriately.
5. Core/Additional reading is clearly labelled as such.
6. Web links are working.
7. Format of learning materials is consistent, where possible.
8. Links to web sites open in a new window.
9. Where subscribed e-content is available (e-books or e-journals), links should be provided via the Leganto reading list.
10. If a course contains potentially distressing material or issues, students should be informed about this well in advance, perhaps also with a content warning on the course page.

## Third-party copyright materials

1. Check [Primo](https://www.abdn.ac.uk/library/collections/) to see if the University owns the item you need. If an electronic version of the item is available, provide the link to the version as it appears in Primo.
2. If no electronic version is available, you may have to make or obtain a scan from a print copy of the work. First check to see whether the work is part of the CLA Repertoire and may be scanned and distributed by using the [CLA Check Permissions search tool](https://www.cla.co.uk/checkpermissions) .
3. If the item is covered by the licence, check that the library owns a copy of a licenced edition of the source text.
4. If not, the item may not be made available for distribution unless a copyright fee-paid copy of the chapter or article is obtained from an organisation that holds a document delivery licence with the CLA. Contact [our Inter-Library Loans](https://www.abdn.ac.uk/library/support/interlibrary-loans-182.php) department for details of cost and availability.
5. If the conditions in 22-24 are met, the proportion of the publication that may be scanned for each Course of Study is restricted to whichever is the greater of:

* up to 10% or one chapter of a book (no chapter substitution from the same book or other edition of the same book during the Course of Study)
* up to 10% or one article of a journal issue (no article substitution from the same journal issue during the Course of Study)
* up to 10% or one paper of one set of conference proceedings
* up to 10% or one report of one case from a book of law reports
* up to 10% of an anthology of short stories or poems or one short story or one poem of not more than 10 pages.

1. Attach a [Copyright Notice](https://www.abdn.ac.uk/library/documents/copyright/Copyright_Notice_2015.docx) to the front of the Digital Copy so it is the first thing students see when they open the document. The covering Copyright Notice should have details filled in about the Course of Study the Digital Copy is being released to and the source edition. If distributing the same materials to two separate courses, attach separate Copyright Notices to each Digital Copy.
2. Now the PDFs may be uploaded to the VLE. When using Ally, Alternative formats are disabled where there is no permission to change format.
3. Report all this to the Designated Person in your Department or School who will enter the Digital Copy information on a prescribed CLA Digital Copy Record Form. If no-one in the department or school has been designated to undertake this role, then each academic must individually notify the [Copyright Officer](mailto:m.mowat@abdn.ac.uk) of their usage of CLA licenced materials on the VLE. The Copyright Officer can help you to set up a system to record and such usage.

## Assessment

1. Assessments are scalable for large cohorts.
2. Assessments are clearly aligned to the learning outcomes.
3. Assessment information and due date is clear.
4. Guidance on implications of non-submission and request for extensions is provided.
5. Alternative assessment guidelines have been followed.
6. Approvals for changes to assessment have been sought where required.
7. Clear instruction on how to submit assessment online has been provided.

## Accessibility

1. Staff have completed the recommended [Digital Accessibility online training course](https://training.abdn.ac.uk/course/index.php?categoryid=9)
2. Accessibility checking software (i.e. Ally or an alternative) is used on documents and learning material.
3. When using Ally, alternative formats are disabled where there is no permission to change format.
4. [Audio and video must be accessible](https://abdn.blackboard.com/bbcswebdav/xid-21141798_1). This means you should add accurate captions for videos with speech, audio description for visual aids (where these are not described verbally) and a full transcript of the same content. However, it may not be feasible to do this immediately for all your audio and video content. Therefore, please continue to prioritise content in courses where these changes will have the biggest impact.
5. Include an up to date [course accessibility statement](https://abdn.site/cad-course-accessibility-statement) in the course guide or an Ultra Document outlining the accessibility of the learning materials and highlighting any known issues.
6. Course area is checked against the [Inclusivity and Accessibility checklist](https://abdn.blackboard.com/bbcswebdav/xid-21146962_1).