



Need help with Moodle? Are you developing content for distance or blended learning modules? Contact us for advice, help, and support.

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MOODLE BASELINE CHECKLIST

The Moodle Baseline sets out the minimum requirements for functional and effective use of Moodle. Use this checklist to make sure you're meeting these standards. Support, resources, and development opportunities are available if you want to go beyond the Baseline.

MOODLE BASELINE CHECKLIST



Baseline Requirement 1: The default layout for Moodle courses is the “Grid format”.

- Title banner with the module code and the navigation breadcrumb.
- A minimum of two sections on the front page grid: Module information and Assessment information.
- Separate sections for teaching content to be organised either by week, by topic, or by type.
- Additional optional sections added by the Module Supervisor (or nominee) as needed.
- Generic graphics used in the template, but these would be fully customisable. Need help? Email tel@essex.ac.uk.

Baseline Requirement 2: The default layout for Moodle courses contains these blocks.

- Latest announcements automatically displaying module news.
- Contact information including name(s), role, email, telephone number and academic support hours.
- Past exam papers (if available).
- Activities block to support accessibility by providing a list view of resources by type.

Baseline Requirement 3: The minimum content for the module information section is.

- A welcome message.
- Announcement forum to use as a one-way channel for communicating important news, such as room changes, key dates and events.
- Syllabus information (with link to module directory).
- Electronic reading lists (Talis Aspire).

Baseline Requirement 4: The minimum content for the Assessment section is.

- Method of assessment for the module.
- Assessment criteria.
- Assessment schedule and deadline information.
- Assessment cover sheet(s) (if available).
- Department style guide (if available).
- Link to FASER.

Baseline Requirement 5: The accessibility requirements are met in every module.

- Navigation, once established, is applied consistently to each section in the Moodle course.
- Images have alternative (alt) text.
- Resources are provided in an adjustable format (e.g. Word, PowerPoint, Excel, HTML).
- Links are descriptive and easy to understand.
- Transcripts are provided where video or audio is used.
- Images reflect our diverse student and staff population.

Baseline Requirement 6: The IP and Copyright requirements are met in every module.

- Avoid copyright infringement. Ask for permission, link to original content, or use open source or Creative Commons (CC) licenced material.

