

## VLE Minimum Requirements – Guidelines for staff

These guidelines have been developed in conjunction with the University’s Minimum Requirements Policy and are divided into ‘Essential’ information and ‘Desirable’ Information. For additional support on how best to present the relevant information, refer to the guides on the [TEACH website](#).

		Essential	Desirable
<b>Administrative Information</b>			
	Name(s) and contact details for teaching team	This should include names, e-mail addresses and office hours for of all members of the teaching team for the module.	You may also wish to consider including office telephone numbers and other ways in which students might contact you. Photographs of the teaching team can be useful and staff may like to add links to examples of their professional work and/or research.
	Module Descriptor	This should replicate the information held on ICIS about the module and should include: <ul style="list-style-type: none"> <li>• Aims;</li> <li>• Learning Outcomes;</li> <li>• Summary of Content;</li> <li>• Delivery model (e.g. lecture/tutorial/self-directed study/distance online);</li> <li>• Assessment Type</li> </ul>	It may be helpful to students to consider presenting the information provided in the descriptor in a way that outlines the module aims and outcomes in a more engaging and meaningful way. This could be done by including a short video/audio introduction for example.

	Where to go for support	This should include links to the relevant Advice Centre and information for students on help with study skills and non-academic support.	
	Student Regulations	Links should be provided to relevant students regulations i.e. academic integrity/IT regulations/use of social media	Where appropriate, other relevant information such as professional practice guidelines, for example
<b>Learning &amp; Teaching Information</b>			
<i>Module Learning Experience</i>			
	Module Introduction		A short welcome message should be included using the Announcements area.
	Delivery schedule	This should provide a clear summary of learning and teaching activities by week or by topic.	Where possible, the delivery schedule should include reference to specific dates in the current academic calendar
	Up-to-date learning materials	This should include electronic versions of slides, handouts and other information used in lectures and tutorials.	Other content may include Lecture Capture materials, opportunities for formative assessments and where appropriate, links to interactive content such as blogs, wikis and other collaborative tools.
	Module discussion forum		The module discussion forum is provided as a means for students to ask general questions about the module and aims to reduce the amount of e-mail correspondence lecturers have to deal with.

	Online reading list	This should include essential and suggested resources. For further information refer to <a href="http://teach.southwales.ac.uk/readinglists/">http://teach.southwales.ac.uk/readinglists/</a>	Wherever possible, your online reading list should be linked to <i>Talis Aspire</i> , which can provide links to a wide range of online resources, ranging from journal articles to online videos
<i>Assessment &amp; Feedback</i>			
	Assessment & Feedback Information	This should include information indicated on the Assessment Cover Sheet and Feedback guidelines. For further information refer to <a href="http://celt.southwales.ac.uk/resources/af/">http://celt.southwales.ac.uk/resources/af/</a>	
<i>Module Evaluation</i>			
	Module Evaluation	All modules include a link to an online module evaluation questionnaire. For further information on this refer to <a href="http://celt.southwales.ac.uk/resources/me/">http://celt.southwales.ac.uk/resources/me/</a>	