# SWANSEA UNIVERSITY

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| **Paper Number** | P1112-1508 |
| **Document Title** | Minimum Information for Virtual Learning Environment (VLE) Modules |
| **Enquiries to** | Chris Hall, Secretary e-Learning Sub-Committee |
| **Proposer in meeting** | Dr. Chris Jobling |
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| **Action Requested** |  |
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| **Consultation / Approval History** | ***Body/Committee Date of Meeting***  e-Learning Sub-Committee 3rd May 2012 |
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| **Document** | ***Executive Summary***  All modules to be required to have a VLE presence, with a minimum amount of information to be held on each VLE module.  The minimum requirement should not apply to how VLE is used for teaching but for the administrative information that supports the module***.***  ***Background / Context***  The Pro-vice Chancellor for the Student Experience Professor Alan Speight asked the e-Learning Sub-Committee to explore the required minimum amount of information to be held on each VLE module  ***Issues / Risks / Implications for the University***  The manually added information will take time to complete for each module.  For the concept of a minimum amount of information to be workable a significant amount of the information will need to be automatically fed to the VLE from other systems. This is needed in order to maintain data integrity and to avoid increasing the workload for academic staff. The links between the VLE and other systems are not yet in place and will need to be developed by the University  ***Options Available***  Section A - To be added manually   * *Module information* page including   + About this module   + Weekly or topic syllabus   + Assessment details Weighting and nature of assessment (e.g. 40% essay 60% exam)   + Assessment and feedback timetable * *Contacts* page with details for all contributors to module and office hours (VLE feature) * *Activities* section with content folders arranged weekly or by topic * *Assessment* section including   + Sample exam papers (for modules that have exams)   + Electronic assignment submission where applicable   + Links to the ASK tool   **Each module should contain indication of what each lecture would contain; as lecture titles themselves are rarely that informative. This may take the form of adding at least one of the following:**   * **Access to any presentation or discussion materials e.g. handouts, notes ,PowerPoint, Prezi, pdf, Keynote, Beamer, Slideshare etc** * **A summary of the main arguments** * **A structure/outline of the session to be accompanied with a ‘further reading’ section**   **These would refresh the minds of students who did attend and provide some guidelines for absent students on where they can go to access further information.**  Section B - To be fed to the VLE from other University Information systems   * Module Timetable Information * Reading List * Module Catalogue Information (minimum link to catalogue entry)   **A hidden menu item only viewable to staff teaching on the module and not students that would it include links to resources for getting the most from e-Learning in order to assist staff with supporting Section A.**    ***Recommendation(s)***  That the minimum course information above is adopted in two phases  Section A from September 2012  Section B when links between the VLE and other University Information systems are completed but at the latest by April 2013  ***If approved:***  ***Action By (name of body/committee/officer)***  ***Target Date*** |