Checklist: Baseline use of Yorkshare

Access
- You have access to modules you are teaching on.
- Students are enrolled on the module.

Module site basics
- Module site is named as identified on the Timetable.
- Module is available to students.

Module site structure
- Left menu has links to: announcements, module outline, appropriate spaces for course content, assessment information, reading list and contact details.
- Site structure represents module structure.

Module site content
- Announcements: posted an introduction/welcome announcement.
- Module outline uploaded.
- Course content: at least one piece of course content available (e.g. first lecture slides, or overview of module) and information states when material will be available.
- Assessment: module assessment details and submission processes are clear.
- Reading list: via EARL and lists (in chosen form) are available to students.
- Contact details: set expectations of when and how to be contacted.

Course content
- Items / folders are named appropriately, e.g. with week number and topic.
- Files have meaningful filenames, e.g. ModuleName – Lecture 2 – Theory of Everything.pptx
- Content is accessible for all students on module.
- Content abides by copyright restrictions.
- Links to all files and websites work.

Section 1 of the York TEL Handbook supports this checklist.