Basic E-Learning Standards and School of Business vUWS site guidelines

Standards	Compliant site	Non-compliant vUWS site
Standard 1 **Organisation and appearance**		
1.1 – Site entry point is clear, simple and welcoming.	▪ Looks professional ▪ Looks structured ▪ Dashboard is the entry point	▪ Site has a messy look ▪ Site does not look professional ▪ Site is unstructured and everything is in one Content Area ▪ Course menu is messy ▪ Spelling mistakes
1.2 – The Unit Outline and Learning Guide are linked from the 'Unit Information' Content Area of your site.	▪ Unit outline and learning guide are located in the 'Unit Information' Content Area.	▪ No unit outline or learning guide are linked under the 'Unit Information' Content Area. ▪ No unit outline or learning guide anywhere in site
1.3 - Text on e-learning site pages can be easily read	▪ Background and text colours are set to the School of Business colour scheme (see below for details). ▪ Colours are well contrasted ▪ Font used is easy to read	▪ Background image distracting (ie any of the text or icons are unclear due to the background) ▪ Non-contrasting colours of text on homepage
1.4 – The e-learning site design promotes ease of navigation	▪ Structure with Content Areas, learning modules or lesson plans ▪ Items named appropriately ▪ No more than 3 levels ▪ Links where appropriate in same or new window.	▪ Everything in one or more Content Areas with no structure ▪ No meaning to item names ▪ More than 3 levels ▪ External URLs open in same browser window ▪ Large files open in same browser window ▪ No description for links ▪ Lots of Content Areas with files and tools where learning modules or lesson plans could be used.
1.5 - File sizes enable efficient downloads	▪ Less than 5 files under 20Mb linked ▪ Files over 20Mb have file size in the link title or description	▪ Over 5 linked files that are over 20Mbs without identifying in the title of the link the file size.
1.6 - File types and specific software requirements for opening them are specified	▪ Information on software needed to open files in the site, eg free plug-ins ▪ Item has type of file outlined if unusual (all files other than Office or PDF)	▪ File types unusual (not Office or PDF) and no support document or viewer made available and no identifier in the title of the link of the file type.
Standard 2 **Consistency and compliance: legal and institutional**		
2.1 - Information in the e-learning site is consistent with the Unit Outline and Learning Guide	▪ All tools and information referred to in the unit outline or learning guide are in the site.	▪ Tools and information referred to in the unit outline or learning guide are not in the site, eg Assignment submission through vUWS is stated in the learning guide but there is no link in the site to an assignment for it.
2.2 - All information on the site has been updated and is current	▪ All information and settings are up-to-date ▪ URLs all work	▪ Information available to students is out of date or non-current ▪ Broken links
2.3 - Readings and other resources provided in the site are appropriately linked to avoid copyright infringements	▪ All articles, book chapters are linked in the copyright repository or deep linked	▪ Copyright infringements

Standards	Compliant site	Non-compliant vUWS site
2.4 - Information on the site complies with the Privacy Policy	▪ My Grades and Rubrics are the only method of display of grades to students	▪ Student data such as grades are visible to students other than in the My Grades and Rubrics
2.5 – Information in the site complies with Web Content Accessibility Guidelines (WCAG).	▪ Images have ALT tags ▪ Flash and Video have text based transcripts ▪ PDF files have Word versions unless formatted as renderable text.	▪ Images do not have ALT tag which describes the image. ▪ All Flash and Video files do not have a text based transcript accompanying the item, ▪ PDF files do not have an accompanying Word version (unless formatted as renderable text).
2.6 – Prescribed e-learning templates have been used.	▪ School template is being used (see below for details)	▪ School template is not being used ▪ School has a template but elements of the site do not meet template design/structure
Standard 3 **Appropriate use of E-Learning tools**		
3.1 - The tools added to the e-learning site have a clear purpose and rationale	▪ Course menu only contains tools that are being used and referred to in the unit outline or learning guide ▪ Tools not referred to in the unit outline or learning guide has a description included saying how they are to be used ▪ Discussion topics must have a description.	▪ Tool is on Course Menu but are not being used ▪ Tools added to site are not mentioned in unit outline or learning guide or tools added to site do not have a description ▪ Contains tools that are not being used ▪ Majority of tools do not have a description eg discussion topics do not have a description included.
3.2 - Students receive instructions about how tools will be used in the site	▪ Descriptions on majority of tools outline how the tool is to be used ▪ Instructions are in the unit outline or learning guide ▪ Instruction guides are added to site.	▪ No descriptions for majority of tools ▪ No instructions in unit outline or learning guide ▪ No reference sheets for how to use the tool
3.3 - Communication tools are monitored and 'netiquette' standards reinforced	▪ Online netiquette reference sheet or own guidelines are added ▪ Instructor advises how it will be monitored. ▪ Evidence of instructor monitoring by posting messages.	▪ Inappropriate messages on discussion ▪ No guidelines for students ▪ No messages posted by instructor(s)
3.4 - Expectations about use of communication tools are clear to students	▪ Topics are created to guide discussion ▪ Unit outline or learning guide contains information about frequency and purpose. ▪ Reference in unit outline or learning guide to use mail tool ▪ Guidelines are given to students. ▪ The majority of discussion topics have descriptions.	▪ Default topic only ▪ No guidelines for students ▪ Nothing in unit outline or learning guide about how to communicate but mail and discussion has been added. ▪ Descriptions for discussion topics have not been added to the majority of topics.
Standard 4 **Learner resources and supports**		
4.1 – The relevance of online scholarly resources is clearly presented to students	▪ Link to Library readings ▪ Deep links ▪ e-Reserve links ▪ Publisher's content ▪ Learning objects ▪ Courseware	▪ No link to library ▪ No scholarly reading links in the site. ▪ No URL to scholarly type resources

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4.2 - Students are provided with information about what e-learning supports are available and where to find them	▪ vUWS support information in unit outline or learning guide or available in site ▪ vUWS reference sheets (eg how to submit an assignment)	▪ No vUWS reference sheets or no information in unit outline or learning guide on how to get support
4.3 - Students with disabilities have been informed about where to get support for e-learning accessibility issues	▪ Information in site about support for disabilities	▪ No information in site about support for disabilities
4.4 – Information about the location of student learning supports is available within your site	▪ Site contains links to the Library, Help, and under 'Other Student Tools" a link to the vUWS Student Instruction Guide.	▪ Site does not contain links to the Library, Help, and under 'Other Student Tools" a link to the vUWS Student Instruction Guide.

School of Business template styles

All SOB vUWS sites are to land on the Dashboard as the homepage. The homepage is to include the relevant School of Business banner. To add the banner to your vUWS site follow the instructions below:

1. Go to the site Home Page
2. Click the Contextual Menu link next to the words *Home Page*
3. Select **Page Banner**
4. In the *Page Banner Content* section, click the *Toggle HTML Source Code* tool

   and the *Text Editor* window will show a yellow background.
5. Use Control-A (or Command-A on Mac) to select all the content in this box, then press the Delete key on your keyboard. The box should now be empty.
6. Copy the code from the relevant box below and paste it into the *Text Editor* window, replacing the wording highlighted in red with the appropriate information (ie. unit code, unit name and for UG units background image).

FOR UG vUWS sites

<style type="text/css"> body{margin: 0;padding: 0; } #bannerimage {float:left;background-image:url('https://vuws.uws.edu.au/bbcswebdav/institution/Schools/Business/Site_Design/ug_banner_bg1.jpg'); width:775px; height:180px; margin: 0; padding: 0; } #unitcodeContainer {width:540px; height:100px; margin-top: 80px; margin-left: 235px; padding: 0; } .unitcodeName {font-family:Arial, Helvetica, sans-serif; font-weight: bold; font-size: 25px; color: #009BDF; text-align:left; padding: 0; margin: 0; } </style>   <div id="bannerimage"> <div id="unitcodeContainer"> <p class="unitcodeName">123456 Unit Name</p> </div> </div>

   For UG sites, the background image is set to the default image (ug_banner_bg1.jpg). There are 4 choices of background images: ug_banner_bg1.jpg, ug_banner_bg2.jpg, ug_banner_bg3.jpg, ug_banner_bg4.jpg. Please change the number according to you preference.

For PG vUWS sites

<center> <div align="center" style="width:auto; height:180px; background-image:url(https://vuws.uws.edu.au/bbcswebdav/institution/Schools/Business/Site_Design/SGSM_PG_bannerbg.jpg); background-repeat:no-repeat; background-color: #00A8EC; margin: 0; padding: 0;"> <div style="height:80px; float:left; margin-top: 100px; margin-left: 450px; padding: 0;"> <p> </p> <p style="font-family:Arial, Helvetica, sans-serif; font-weight: bold; font-size: 20px; color: #000000; text-align:left; padding: 0; margin: 0; } .white { font-family:Arial, Helvetica, sans-serif; font-weight: bold; font-size: 20px; color: #FFFFFF; text-align:left; padding: 0; margin: 0;">123456: Unit Name</p> </div> </div> </center>

7. Scroll down and click Submit. (N.B. Do NOT click the Toggle HTML Source Code tool, this removes any changes made in the Text Editor.)

The School of Business vUWS template includes set colour schemes as below. To set the course Content Menu colours:

1. From the Control Panel, select *Customisation > Style*
2. In the *Select Menu Style* section, choose the relevant colour schemes:
   For UG sites
   Background colour: Dark Grey (#666666)
   Text colour: White (#FFFFFF)

For PG sites
Background colour: Azure Blue (#0099FF)
Text colour: White (#FFFFFF)
All other options remain the same.
3.   Click Submit

The SOB vUWS sites will all include the following Content Areas as a minimum:
- Home Page
- Contacts
- Announcements
- Unit Information
- Learning Materials
- Assessments
- Readings & Resources
- My Grades