

Minimum Requirements for Module Web Pages for MATH modules

Use of Blackboard VLE

- All online information for modules taught in the School of Maths should be accessible via the Blackboard VLE. Staff are encouraged to use the Blackboard VLE to post module information, but a link to where the module information can be found is acceptable. For module web pages not hosted on the VLE, lecturers must indicate very clearly which academic year the particular page is referring to.
- For modules with an assessed coursework component, lecturers are expected to use the My Grades feature on Blackboard to make coursework marks visible to students.
- The announcement and e-mail features on Blackboard should be used to draw students' attention to important announcements.

Module web pages must contain

- Basic information about the lecturer or module coordinator(s), including name, office, phone number, e-mail address, office hours, or a link to where this information is listed.
 - Link to the Module Catalogue entry for the particular module for the correct academic year. (We hope to be able to update the existing links on the Blackboard VLE.)
 - Information about coursework components (if applicable), including
 - Deadlines,
 - Hand-in arrangements,
 - Assessment criteria,
 - Timescale and mode for returning marked coursework, coursework marks, and feedback,
 - Link to policy on coursework extension (will be provided).
 - Summary or notes of the module content. This can be in the form of full lecture notes, summaries of individual lectures, weekly or chapter summaries.
 - Reading lists are automatically added to the Blackboard VLE module pages through the Library.
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Related Remarks.

Feedback

Lecturers or tutors will provide students with information about commonly made errors during teaching sessions or via the module web page. Tutors marking coursework are expected to provide the lecturer with a summary of commonly made errors.

(*Note.* All assessed coursework should be marked and returned to the student within 10 days indicating where mistakes have been made. Students will receive model solutions or corrections on their marked papers.)

Printed copies of lecture notes

Notes which are essentially a copy of lectures written on the board do not need to be provided to students in printed form. Printed copies of material which is essential to the module but not repeated in the lecture should be provided.