Pre-release to Students Lt Lesson Checklist

General Tips

✓ / ✗ Proof-read every sentence to ensure it is clear and concise.

✓ / ✗ Use the "Preview" feature of Lt to check your lesson behaves as expected for students.

Questions

✓ / ✗ Has feedback been written for all questions?

✓ / ✗ Have I checked the answers are correct and clear?

✓ / ✗ Have I **unchecked/checked** "multiple responses" for questions?

Pop-Ups/Buttons/Links

✓ / ✗ Are all the popup links on the correct word/s or image/s?

✓ / ✗ Do all links go to where I expected?

Images and Videos

✓ / ✗ Have I included an appropriate, representative poster image on videos?

✓ / ✗ Have I made all video panels at least half-width?

✓ / ✗ Have I checked all videos play?

✓ / ✗ Have I added a caption to images and videos?

✓ / ✗ If this is not my creation, have I included copyright or attribution?

Instructional pages (intro, procedures, report)

✓ / ✗   If I use video instructions, have I ensured the written instructions match?

✓ / ✗   Have I added a completion page?

✓ / ✗   Did I select "Show Report" if I want the students to see the final page?

✓ / ✗   Did I add instructions in the Report Page text box for what to do next?

✓ / ✗   Have I removed items on the Report Page which I don't want to show?

Tables and Spreadsheets

✓ / ✗   Have I used the **question** panel type if I want students to enter data?

✓ / ✗   Have I checked all the equations embedded in the cells are working?

✓ / ✗   Have I locked all the appropriate cells?

Graphs

✓ / ✗   Have I used the correct "graph question" or "basic graph" panel?

✓ / ✗   Have I linked the graph to the appropriate table or spreadsheet?

✓ / ✗   Have I checked the correct type of graph, with correct data, automatically generates (if appropriate)?

✓ / ✗   Have I added instructions for the student above a graph question if required?

✓ / ✗   Is the size of the graph appropriate to display the data?

Data panels

✓ / ✗   Can I easily drag-and-drop values into tables without having to scroll the screen?

✓ / ✗   Have I sized the data panel appropriately?

✓ / ✗   On analysis pages, has the data panel been aliased from the corresponding activity page?

Lesson Settings

✓ / ✗   Have I checked the title of the lesson is correct and sensible?

✓ / ✗   Have I applied a suitable poster image?

✓ / ✗   Have I added in searchable terms to the keywords or description?

✓ / ✗   Have I added a note to the revision so I know which version is my final draft?

Modules (if appropriate)

✓ / ✗   Does my module contain the correct lessons in the correct order?

✓ / ✗   Have I selected or unselected "students must complete lessons in order"?

✓ / ✗   Have I added an appropriate poster image?

Grading

✓ / ✗   Have I made sure that all questions I want to grade have been set to "Graded" or "Instant and Graded" feedback?

✓ / ✗   Have I added model answers for all graded questions?

✓ / ✗   Have I added grading instructions for the manually graded questions?

✓ / ✗   If I am using kuraGrading, have I made sure that panels I want to <u>see</u>, but not grade, (e.g. data panels) are set to Grading, but with a grade of zero?

Publishing

✓ / ✗   Have I completed the above checklist for my lesson or module?

✓ / ✗   Do I want students to see the lesson I am publishing?

✓ / ✗   Do I want students to see all the lessons in the module I am publishing?

✓ / ✗   Have I arranged my published lessons and/or modules in the correct order?

✓ / ✗   Have I ensured I didn't accidentally publish a lesson twice (e.g. as a lesson and also within a module)