



Lt Lesson Checklist

Before you release to students

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 see, 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)