

# Subject Health Checklist

**CLEAR FORM**

i2 LANDING PAGE	
	<a href="#">Landing page</a> has overview/introduction to subject (written or video). Landing page is welcoming and encourages student questions and interaction.
	Name, image, contact information, preferred communication method and response times are communicated to students (alternatively, available in Academic Contacts on left navigation).

  

INTRODUCTION ACTIVITY	
	Introductory activity is provided for students to introduce themselves or an activity created that allows students to share prior knowledge of the subject content.

  

SYNCHRONOUS LEARNING – ONLINE MEETING TOOL	
	<a href="#">Online meeting ZOOM</a> space created by academic in the LTI.

  

ASYNCHRONOUS LEARNING – DISCUSSION BOARD, i2 TOOLS AND PANOPTO	
	The <a href="#">Discussions tool</a> contains forums for specific purposes (e.g. Introduction, assessment, topic questions or general questions).
	<a href="#">CSU Replay/Panopto</a> has been configured and video resources are available to students (or an alternative audio/video platform used e.g. YouTube).
	<a href="#">i2 tools</a> e.g. journals, <a href="#">tests</a> are set up and checked (assessment tool item set up occurs after the Subject Outline is published).
	If alternative technologies are utilised, it is clear to students how to access and use.

  

LEARNING CONTENT AND OVERALL SITE STRUCTURE	
	Students have access to <a href="#">learning content in i2</a> (Topics/Modules/Weeks).
	Content areas have been reviewed using <a href="#">Student Preview</a> .
	Links and embedded videos work.
	<a href="#">Content</a> that is not ready or needed is hidden including Academic Contacts if not used.
	<a href="#">Readings</a> are current, appropriately referenced and accessible either in <a href="#">Leganto</a> or content area.
	Leganto is available to students in left navigation.
	Assessment item content areas (if used) match current Subject Outline assessment items or are hidden.
	Check the <a href="#">accessibility</a> of your subject.

  

AFTER THE SUBJECT OUTLINE IS PUBLISHED	
	<a href="#">Announcement</a> sent to students providing a subject overview, contact times/method, and response time. Include specific subject information such as residential schools' or work placements.
	<a href="#">Assessment tools</a> such as Blogs, Journals or <a href="#">Tests</a> are set up and reviewed after <a href="#">Subject Outline</a> is published.
	<a href="#">Grade Centre</a> totals, columns and cumulative totals are correct.

For support please contact the **Division of Learning and Teaching** via the [Service Request System](#) (SRS). We are here to help.