**Developing an e-learning strategy: potential components**

1. **Minimum expectations**: can you assure students that each programme will provide as a minimum:
2. The course handbook electronically on the website at least 2 weeks before the course starts with the timetable, assignment briefs and criteria, deadlines, term dates, learning outcomes for each module etc?
3. The possibility of electronic submission of assignments rather than paper-based ones?
4. The possibility of electronic feedback from staff on their assignments returned by email?
5. A dedicated course discussion space on the VLE where they can seek and receive answers to questions posed in a closed forum?
6. **Curriculum delivery**: can you offer
7. Handouts and lecture notes made available through the course VLE?
8. access to helpful electronic texts including set texts and journal articles?
9. Guidance on wider reading and how to access material in other libraries?
10. **Computer-based assessment**: is it possible to enable students to experience:
11. elements of computer-based assessment in every module (or programme)?
12. opportunities for practice using drills and simulations pre-submission of assignments?
13. access to previous year’s exam questions and mark schemes?
14. annotated model answers for assignments showing how the correct solution has been achieved or why a particular assignment is better than another?
15. **Student support.** Do you provide help in terms of:
16. Skills development material on information literacy, how to access electronic materials, conventions about referencing, guides on appropriate academic behaviour/plagiarism? (see for example <http://skillsforlearning.leedsmet.ac.uk/publications.shtml#LittleBooks>)
17. Named staff who can help students develop their own information literacy?
18. Guidance on what hardware and software students might wish to buy for your particular course?
19. Guidance on available software and hardware usable by students in particular locations?