**Developer Checklist**

1. In the Course Hub shell, I have



* 1. Updated the Code and Title of the Course
  2. Completed the *Course Information* section
  3. Added the *Course Information Form FLA-49*
  4. Linked all unit shells to the *Links to Course Units* section.

1. In the Moodle Compliance Shell, I have



* 1. Updated the Unit Code and Title, and banner image

1. In the *Unit Information* section I have



* 1. Completed the *Unit Information eBook* OR uploaded the *Unit Guide Form FLA-48*
  2. Linked the *unit of competency* to the pdf from http://training.gov.au/
  3. Updated the *Location and Contact Details*
  4. Added the *Unit Timetable/Schedule*
  5. Updated the *Schedule* OR uploaded the *Unit Schedule/Timetable*

1. In the *Assessments* section I have



* 1. Completed the *Instructions to Learners about Assessments* including i) number of assessment tasks, and ii) expected allocated assessment duration
  2. Added all the *Assessment Tasks* (assignments, quizzes, and/or forums) with the correct titles, including Assessment Task number and Unit Code; OR Listed each Assessment task and uploaded the *Assessment Tool for Learners FLA-43*
  3. Followed the Assessment Checklist for each Assessment Task for Advanced Marking
  4. Created *Assessment Final Result* assignment for each Unit, following the Assessment Checklist

1. In the *Let’s Start Learning* section, I have



* 1. Created a short piece of learning materials – eg a short text or video relating directly to each Unit of Competency
  2. Created a brief Quiz or Forum question relating to the learning materials, to act as evidence of participation (SSP), with the correct Unit Code, for each Unit.

1. In the *Sessions* section, I have



* 1. Updated the *Session Delivery Plan,* if Sessions are used; OR uploaded the *Delivery Plan FLA-38* into the Teachers Resource section.

1. In the *Teacher Resources* section, I have



* 1. Uploaded *Assessment Map FLA-31*
  2. Uploaded *Delivery Plan FLA-38*
  3. Uploaded *Assessment Tool Assessor Version FLA-43*
  4. Uploaded the *Assessment Feedback Form FLA-* , if online simple direct grading rather than Advanced marking/grading is used.

1. I have removed all italic and orange/red instructional text from throughout Moodle shell that students are not meant to see



1. I have set up completion tracking, the Progress Bar, and organised the Gradebook.



1. I have used links and Alfresco content management, and am confident that the material and resources that I am using in this Moodle shell are copyright compliant. (If in doubt talk to the GOTAFE Copyright Representative - Anne Ritter)



1. I have sent a request to digital learning support to check and open the shell and enable self-enrolment



1. I am aware and will complete the Continuous Improvement Information quiz which is located in the Teacher Resources, at the end of the delivery.

