**Using technology to enhance learning at ACU:**

**Checklist for minimum expected use of LEO**

LEO is the central learning hub for the unit. Students should be able to access all information related to assessment, activities, content and communication through LEO. Using LEO effectively requires provision of an appropriate blend of learning to suit the needs of specific groups of learners and balancing this with a consistent student experience. Provision of flexible learning options for students are shown to increase engagement and promote retention.

The following checklist aims to provide guidance on the inclusion of specific elements within LEO to ensure that universal benchmarks are met within the online learning environment. These elements combine to ensure LEO is used in an andragogically sound manner which aims to constructively align all aspects of the learning and teaching experience to learning outcomes.

**ASSESSMENT**

LEO is the central location for information on assessment and distribution of feedback.

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| **LEO use** | **Check** |
| Clearly defined formative and summative assessment information is provided. |  |
| All assessments are submitted online unless not practical |  |
| Feedback mechanisms available and articulated to students |  |
| Assessment results and feedback are provided online  |  |

**ACTIVITIES**

Activities reinforce learning, increase student engagement and provide formative feedback to students.

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| **LEO use** | **Check** |
| A variety of interactive learning activities are provided.  |  |
| Collaborative activities are used to co-create insights through student-student and student-teacher interactions. |  |

**CONTENT**

All content is provided in a consistent and accessible format ensuring access for students.

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| **LEO use** | **Check** |
| ACU template is used |  |
| Unit outline, reading list and resource material provided. |  |
| Where lectures are used, they are recorded and available in LEO. |  |
| Content is presented in a variety of formats, for example readings, images, videos, podcasts and simulations to promote a broader engagement. |  |
| Week/Module/Topic learning outcomes are specified. |  |

**COMMUNICATION**

LEO is used to foster communication and build community.

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| **LEO use** | **Check** |
| Lecturer contact details and availability and introduction are provided. |  |
| Announcements forum is used for essential notices to students. |  |
| The general unit discussion forum is monitored by staff at regular intervals |  |
| Other forms of synchronous and asynchronous collaborative communication are accessed through LEO. |  |