

Using technology to enhance learning at ACU:

Checklist for minimum expected use of LEO

At ACU, technology is used to enhance the student learning experience and their ability to access and engage with their units' content, activities, etc.

This checklist describes the expected set of minimum features to be used in LEO within the three ACU endorsed study modes. It is intended to support LEO unit development. Alignment between unit learning outcomes, assessment and learning activities is expected.

To ensure a pedagogical approach to unit design, please refer to the [Guidelines to enhance the use of LEO](#).

✓ = required

CONTENT

LEO use	Attendance mode	Multi-mode	Online mode
Faculty LEO template used	✓	✓	✓
Unit outline, readings and class notes provided	✓	✓	✓
Lectures are to be recorded where equipment is available and uploaded to LEO	✓	✓	✓
Learner support for technology (ie. links to LEO Guides for Students for LEO tools, and links to external support for other tools) to be provided	✓	✓	✓
Multimedia (e.g. videos, podcasts, simulations) is used	desirable	✓	✓
Weekly/module learning outcomes are specified	desirable	desirable	desirable

ACTIVITIES

LEO use	Attendance mode	Multi-mode	Online mode
Individual learning activities (e.g. quizzes, reflection exercises, mind maps, diagnostic/formative tasks etc.)	desirable	✓	✓
Collaborative activities (e.g. debate, peer review, role play etc.)	desirable	✓	✓

COMMUNICATION

LEO use	Attendance mode	Multi-mode	Online mode
Lecturer contact details/availability and introduction	✓	✓	✓
Announcements (administrative communication)	✓	✓	✓
Discussion forum or other forms of appropriate asynchronous collaborative communication	✓	✓	✓
Live web conference (synchronous collaborative communication)	desirable	desirable	desirable

ASSESSMENT

LEO use	Attendance mode	Multi-mode	Online mode
Assessment information is provided	✓	✓	✓
Assessments are submitted and marked online (unless exception approved by Head of School or equivalent)	✓	✓	✓
Assessment results and feedback are given online	✓	✓	✓