CHARM-EU

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TOL READINESS CHECKLIST

For Course Coordinators

Before offering a course through Transnational Online Learning (TOL), check that:

TECHNICAL READINESS

- ☐ I have reliable access to a computer, internet connection, and the digital tools required for the course.
- ☐ I have checked the teaching room and technical equipment, where applicable.
- ☐ I know which platforms will be used for teaching, communication, and sharing course materials.
- ☐ I know where to seek technical support if access or platform problems arise.

COURSE INFORMATION AND ACCESS

- ☐ My course description includes clear information relevant to CHARM-EU/TOL students.
- ☐ Students receive clear information about participation requirements, workload, assessment, and important dates.
- ☐ I have considered how students from other CHARM-EU universities will access the course, platforms, and learning materials.
- ☐ I am aware of any enrolment, authentication, or institutional procedures that may affect participating students.

INTERACTION AND COURSE DESIGN

- ☐ I have a plan for integrating CHARM-EU students into the wider student group.
- ☐ I have planned group tasks or other activities that actively include transnational students.
- ☐ I have considered how online students can participate meaningfully in discussions and collaborative activities.
- ☐ I have planned how to encourage interaction when students participate less actively.

COMMUNICATION AND EXPECTATIONS

- ☐ Students know which communication channels to use and whom to contact if they have questions or problems.
- ☐ I have clearly communicated what participation and engagement are expected during the course.
- ☐ I have considered whether students from different institutions may be accustomed to different teaching, assessment or participation practices.