

DIGITAL CONTENT DEVELOPMENT FOR ONLINE TEACHING AND LEARNING CHECKLIST

(All criteria in the checklist must be fulfilled)

Name			
Staff ID			
Faculty/College/Centre			
1. Welcoming Video			
Please circle the answer			
Concept	1	2	
Criteria			
Please tick (/) the following criteria			
Indication	Yes	No	
Introduction to the course			
UMP name & logo			
Course title			
Course learning outcomes			
Course synopsis			
Course syllabus			
Instructor's information			
Duration of the course			
Duration of the video (approximately 3 minutes)			
Resolution 1080p (Full HD)			
Intro & Outro			
2. Content Video			
Please circle the answer			
Concept	1	2	
Criteria			
Please tick (/) the following criteria			
Indication	Yes	No	
Instructor's information			
Introduction to the chapter/topic			
Chapter/Topic outcome			
Learning material			
Duration of the video (approximately 5-10 minutes)			
Resolution 1080p (Full HD)			
Intro & Outro			
List of hardware/item			
List of hardware/item purchased for digital content development			

Verified by

Signature & Official stamp

TDA/HOP

Date :

Approved by

Signature & Official stamp

DEAN

Date :