

DIGITAL ASSIGNMENT CHECKLIST



1

DOES THE ASSIGNMENT HAVE CLEAR LEARNING OUTCOMES?

- Connect the digital tool or skill with the larger course goals to help students buy into your digital assignment.

2

HAVE I CONTACTED LITC TO REQUEST SUPPORT?

- Confirm that Trinity offers the technology necessary for students to complete the assignment.
- Consult with LITC staff to develop the assignment and rubric, curate support resources, and/or provide instruction or consultations for students.
- Make an appointment with a LITC staff member:
<https://outlook.office365.com/owa/calendar/LibraryInformationTechnologyServices@trincoll.onmicrosoft.com/bookings/>

3

HAVE I CLEARLY DESCRIBED WHAT THE ASSIGNMENT WILL ENTAIL?

- Provide examples of the final product for students to review.
- Share a detailed list of the required elements of the final product.
- Share a list of the required tech and how to access it on campus.
- Disclose any intention to make the work public, including an option for students to conceal their identity.

4

HAVE I DESCRIBED WHAT SUCCESS WILL LOOK LIKE?

- Share a rubric for the final product. Students often worry about having their digital competency evaluated, so setting clear expectations is key.
- Consider asking students to reflect on their work by submitting a graded process paper along with the final product.
- Explore digital assignment resources in this shared library:
https://www.zotero.org/groups/4405368/digital_assignment_resources/library