Online Course Checklist

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| A. Course information | How I’m doing this now/ Ideas to implement |
| 1. Welcome announcement or course introduction |  |
| 2. “Course Introduction” or “Getting Started” module |  |
| 3. Printable syllabus (PDF recommended) |  |
| 4. Course outcomes are written and are measurable |  |
| 5. Course is broken down into unit or weekly modules. |  |
| 6. Each week/unit has an introduction or overview |  |
| 7. Each week/unit has outcomes that are derived from the course modules and aligned with assessments |  |
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| B. Course Technology | How I’m doing this now/ Ideas to implement |
| 1. Frequently used technology is easily accessed from the course |  |
| 2. The LMS and other technologies are supported with a guide, tutorials, or other resources |  |
| 3. Course meets accessibility standards |  |
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| C. Course Design | How I’m doing this now/ Ideas to implement |
| 1. Layout of materials is consistent throughout the course and from week/unit to week/unit |  |
| 2. Content is chunked into readable sections. |  |
| 3. Weeks/units are relatively balanced |  |

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| D. Instructional Activities | How I’m doing this now/ Ideas to implement |
| 1. Lesson/instructional content is provided that gives context to the readings, give examples or clarification, or otherwise enable students to do well on assignments and meet the outcomes. |  |
| 2. When possible, there are activities that help students relate what they are doing to real life. |  |
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| E. Interaction | How I’m doing this now/ Ideas to implement |
| 1. Expectations for timely and regular feedback from the instructor are clearly stated |  |
| 2. Expectations for student interaction are clearly stated. |  |
| 3. Contact information for the instructor is clearly posted. |  |
| 4. Students have the opportunity to get to know the instructor and classmates through an Introductions Discussion forum. |  |
| 5. Students can ask questions to the instructor and/or peers through a Question & Answer (Q&A) Discussion forum. |  |
| 6. Students have the opportunity to interact with each other throughout the course |  |
| 7. Lesson content is engaging and presented in a variety of ways, encouraging student interaction with and around the content. |  |
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| F. Assessment and Feedback | How I’m doing this now/ Ideas to implement |
| 1. Assignments are linked to an outcome(s). |  |
| 2. Instructions are provided and are clearly stated. |  |
| 3. Grading policies, rubrics and exemplary work are available and clearly stated for assignments in the course. |  |
| 4. The gradebook is used and reflects ALL assignments/activities used to assess and grade the student |  |