

Online Course Design Quality Checklist

Summer 2021

Course Overview

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| ☐ Clear instructions for how to get started included | ☐ Clear instructions about how to navigate the course included |
| ☐ Directions on how to use technology and how to get help included | ☐ Explicit explanation of course structure and flow included |
| ☐ Clear expectations about student required effort included | ☐ Course video introductions (professor and students) activity included |

Learning Objectives

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| ☐ Measurable course-level objectives included | ☐ Measurable module-level learning objectives that are consistent with course-level objectives included |
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Assessments

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| ☐ Assessments are aligned with learning objectives and and course activities | ☐ Clear grading rubrics are provided for assignments |
| ☐ Students complete at least one graded assignment within first week of course | ☐ Grading policies and criteria are clearly stated |

Course Materials

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|---|---|
| ☐ Materials are aligned with learning objectives | ☐ All resources and materials are properly cited |
| ☐ Explanation about purpose of materials is provided | ☐ Required and optional materials are clearly noted |
| ☐ Course materials comply with university policies regarding copyright and accessibility | ☐ Printable and readable syllabus is provided that includes university-required components |

Learning Activities and Student Interaction

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|--|---|
| ☐ Learning activities support students in the achievement of learning objectives | ☐ Learning activities provide opportunities for interaction that support active learning |
| ☐ Learning activities require regular interaction between students, between students and instructor, and between students and content | ☐ Course is use-friendly and course navigation is clear and easy to follow |
| | ☐ Instructor's plan for response time and feedback is clearly stated |

☐ Requirements for student interactions are clearly stated

☐ Synchronous opportunities are offered to students throughout course (e.g., Orientation, virtual office hours)

Course Technology

☐ Tools and media encourage student engagement

☐ Tools and media support student learning

☐ Students can access the required technologies

☐ Clear and detailed instructions are provided for required technologies used in the course

☐ Instructions for how to obtain technical support are clearly explained (in addition to Orientation)

Learner Support

☐ Links are provided to support services (accessibility, disability, etc.)

☐ Clear communication expectations on how students can reach out to faculty shared

☐ Clear communication expectations on how faculty will reach out to students shared

Accessibility

☐ The course uses accessible technologies and provides guidance on how to obtain accommodations

☐ Hyperlinks are used for all urls in the course

☐ All pdfs are readable

☐ Course contains transcripts and closed captioning

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