

# ONLINE COURSE CHECKLIST

## SYLLABUS

- Syllabus is provided in the Canvas syllabus navigation or in the "Start Here" module and includes:
  - Course name and official course description
  - Course overview
  - Grading policy, late submissions policy, and feedback policy
  - Instructor contact information and expectations of response time

## GETTING STARTED

- A "Start Here" module is provided and includes (this content may also be included within the syllabus):
  - Welcome to students (preferably in accessible video format)
  - Course schedule with graded values and due dates
  - Netiquette expectations
  - Required Reading (if applicable)
  - Required and supported materials/technologies, if applicable

## LEARNING OBJECTIVES

- Strong, observable, and measurable course-level objectives
- Specific learning objectives are posted in the module
- Clear relationship between objectives and activities

## **ASSESSMENT AND MEASUREMENTS**

- Assessments and activities align with stated learning objectives.
- Assessments are sequenced, varied and suited to the learner
- Rubrics are provided where appropriate.
- Assignments connect learner to current/real-world application.

## **INSTRUCTIONAL MATERIALS**

- Content, materials, and resources align to learning objectives.
- Content, materials, and resources are provided in manageable chunks.
- Content, materials, and resources relate to the course.
- Materials and resources are current and cited.
- Course material is supplied from a variety of sources and formats.
- Required materials for the course are clearly stated.

## **LEARNER INTERACTION AND ENGAGEMENT**

- Learning activities align with the stated learning objectives.
- Assignments include a variety of interactions that are purposeful.
- Expectations are clearly stated in assignment description.
- Opportunities for students to provide feedback

## **COURSE TECHNOLOGY**

- Tools/technologies used in course enhance learner engagement.
- Tools/technologies are up to date and available.
- Tools/technology do not impede student privacy rights.
- Required tools/technologies are accessible.

## **STUDENT SUPPORT**

- Instructor contact information and availability is posted.
- Instructions are provided on how to receive support from third party resources.
- Links are provided for Canvas tutorials and resources.

## **ACCESSIBILITY AND USABILITY**

- Navigation is minimal and intuitive.
- Design format and font are consistent throughout the course.
- Thoughtful use of colors and images are used in the course design.
- Course does not rely on colors only to convey meaning.
- Audio and video content have transcripts and/or captioning,
- If used, PDFs are properly scanned and accessible for screen reader.
- Images are appropriately sized and include alternate text or annotations.
- Content has been formatted and tested for accessibility.

## **FINAL CHECK AND PUBLISHING**

- I have proofed the course for grammatical and spelling errors.
- I have checked and verified links within Canvas.
- I have ensured that the course date settings are correct.
- I have published the course and it's content.
- I have implemented my student communication plan (course discussion board, virtual office hours, general announcements, etc.).