

CHECKLIST: Online Courses - Common Structural Standards

Learning Outcomes

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| | Clearly defined and considered in the context of the course, the academic program, the college, and the university |
| | Inclusion on syllabus |

Technology Mix

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| | Considers student access, is simple |
| | Matches learning outcomes |
| | Includes high-tech assignments as options |

Interactivity

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| | Core value of online course |
| | Weekly use of discussion board; consistent participation |
| | Use of other tools of engagement to match learning outcomes: group spaces, virtual classroom, email, telephone |
| | Faculty contact information on Faculty button |
| | Announcements used to inform students of temporary change in accessibility |
| | Faculty as student safety net through regular, multi-level interaction |

Syllabus

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| | <i>Syllabus button</i> |
| | Contents |
| | Faculty contact information |
| | Learning outcomes/course purpose |
| | Rubric or other clear statement of expectations/assessment with grading guidelines |
| | Late policy |
| | Topics and assignments (with due dates) by week |

Content

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| | Announcement: Opening statement about course, tools, concepts |
| | Links to how online course works, how to be online student, using the digital drop box, etc. |
| | Online orientation |
| | Faculty introduction |
| | Introductions/icebreakers |
| | Modular format using learning units |
| | Prepared instructions for common instructional tools such as digital drop box |

Structure

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| | “Chunks” to aid comprehension |
| | Consistent structure with varied activities for ease of use and engagement |
| | Visual presentation to enhance content and engagement: Consider color, space, graphics and graphic organizers |

Buttons: Consistent use and naming conventions

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| | 1. Announcements |
| | 2. Assignments (with due dates and clear expectations for achievement) |
| | 3. Discussion Board |
| | 4. Digital Drop Box |
| | 5. Groups (optional) |
| | 6. Syllabus and Course information: How the Online Course Works, Assessment overview (include rubric or other assessment tools), |
| | 7. Websites/External Links (optional) |
| | 8. Faculty contact information: Phone, email, website |
| | 9. Communication |
| | 10. User Tools |