

CHECKLIST: Online Courses - Common Structural Standards

Learning Outcomes

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

Technology Mix

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

Interactivity

	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

	<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

	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

	“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

	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