Course Name/Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The following is a checklist of course components based on best practices in online course development and design. These components will ensure that the course is pedagogically sound, consistent with Online Quality Assurance Standards and provide both students and faculty with a positive online teaching and learning experience. Some material may be redundant; repetition is OK, as long the information is clear and consistent.*

*Items listed under each checklist section are in no particular order of importance.*

**Announcement or News Item: (QM Standards 1.1, 1.2, 1.8)**

*Use News Template (copy/paste)*

* Welcome announcement includes:
	+ This is an online course which means we will not meet in person – or similar statement
	+ Course name and number
	+ Faculty name/ contact information (this will be in the Faculty menu too)
	+ Brief introduction as to what students should do first, second and where items are located
* Faculty/staff information (this could be placed in the Course Overview module if desired):
	+ Email
	+ Phone
	+ Preferred method of contact
	+ Short Self Introduction
* Links to Start Here module and first week's assignment/activity
	+ Link to Syllabus
	+ First Assignment/Activity (Student Introductions)
	+ Syllabus Quiz

**Syllabus: (QM Standards 1.2, 1.3, 1.5, 1.7, 2.3, 3.2, 3.3, 4.3, 5.4, 5.3, all General Standard 7, 8.2)**

*Use Syllabus Template (copy/paste)*

* Course Description or purpose of the course
* Delivery Method (total web, hybrid, supplemental)
* Course Objectives and Learning Outcomes written from the learner's perspective
* Text book includes name, author, edition, ISBN and a suggested place to purchase
* List other required materials such as additional software or publishers website and when applicable the dates they are needed by (view a movie, visit a museum)
* Materials used in course are sited
* Suggested materials are identified as “suggested” or “optional”
* Activity schedule or calendar of modules/units/weeks with due dates of assignments
* Clear and understandable grading policy (make sure the point/percentages add up and are consistent throughout the course)
* Faculty Expectations (what students can expect from you)
	+ Response time for email (weekday/weekend)
	+ Turnaround time for grades and where they are posted: including Discussions and Dropbox submissions (quizzes are typically automatic
	+ Preferred method of contact
	+ Statement on how you as the instructor will be participating in discussion boards or other activities
* Student expectations (what you are expecting from students)
	+ Learner participation guidelines
	+ Netiquette guidelines for email and posts
	+ Technical skills (what should they know how to do and where to go if they don't)
* Course Schedule
	+ Weekly Activities
	+ Tools used for submission of activities (optional)
	+ Due Dates
* Detailed assessment criteria for all assignments and/or rubrics
	+ Discussions
	+ Dropbox
	+ Quizzes (proctoring required?)
* Academic integrity statement – define what constitutes ‘cheating’?
* Student Support Services
	+ Technical Support
	+ Tutors
	+ Counselors
	+ Other Services
	+ Accessibility
* Course Policies
	+ Attendance
	+ Late policy for assignments
	+ Participation
	+ Test Make Up
	+ Course Disclaimers
* College Policies
	+ Online Student Conduct
	+ Accessibility
	+ Withdrawals

**Content: (QM Standards 1.1, 1.2, 1.9, 2.2, 2.3, 2.4, 3.1, 4.3, 5.2, 8.1, 8.3, 8.4, 8.5)**

*Use Module Template (copy/paste)*

* Begin course with a START HERE or Course Overview module
	+ Course Overview
	+ Syllabus
	+ Course/Assignment Schedule
	+ Introductory Activity
	+ Syllabus Quiz
* Chunk materials so that everything the student needs is located *within* that area
* Course level and unit/module/week objectives are present
* Use measurable objectives and connect objectives to assessments
	+ Relationship between objectives and activities are clearly stated
* Follow a consistent instructional sequence/order for the module’s coursework
	+ Module Overview
	+ Objectives/learning outcomes
	+ Required Readings
	+ Lecture/presentation
	+ Assignment/Activity
	+ Quiz
* Demonstrate instructor presence and engagement with “instructor to student” and “student to instructor” interaction opportunities & activities
* Provide text transcripts as Word file(s) for audio/video file content
* Provide chapter and, if needed, page information for reading assignments
* Check all materials for spelling and grammar (ex. periods inside quotation marks, one space after punctuation, etc.)
* Make sure text size and fonts are consistent throughout the course
* When providing external links, annotate links and when appropriate, tie them back to the content
* Make sure all materials abide by Copyright laws
* Make sure all external links work
* Make sure all media is in an appropriate format for online delivery (i.e., manageable file size, use PDF, etc.)
* Although colored text is not recommended, if it is used, make sure it is used sparingly and that it has a consistent theme (ex. red for due dates)

**Discussions / (Dropbox) Assignments/(Quizzes) Exams: (QM Standards 3.3, 3.4, 5.2, 5.4, 6.2)**

* Provide instructions, guidelines, grading rubric, and examples
	+ Discussion forums
		- Required initial post/response post
		- Due dates for each
		- Sample of acceptable posts
		- Grading rubric or guideline
	+ Tests/Exams/Quizzes
		- Format (multiple-choice, matching…)
		- Points
		- Timed
		- Multiple vs. Single Attempts
		- Topics covered
	+ Research paper/Written assignments
		- Format (number of pages/words, research expectations, etc.)
		- Citation information
		- Grading rubric
		- Due date
		- Acceptable file formats (.doc, .docx, .rtf, .PDF)