

Online Learning Checklist

This “checklist” was developed to assist faculty in evaluating their online course to ensure that the course adheres to what is required by law (some course may have certain requirements depending on organization it may be for), meets accreditation standards for online instruction, and follows best practices to achieve student success.

Sign up for “Teach Online” course

- Topics may include
 - Pedagogy
 - Accessibility
 - Tech tools available via college
- Prerequisite to the online course could be a LMS basic course

Organization and Presentation

- My course content is organized in clear self-contained segments (modules, lessons) so that students can easily find their materials. For example, course content is organized in folders by individual subject matter, chapter, or by different types of content (i.e., assignments, readings, discussion forums, tests, and handouts).
- Reasonable accommodations are made so that all materials are accessible and compliant with Electronic and Information Technology Section 508.
 - Alternative text descriptions (alt tags) have been provided for images.
 - Word docs, PDFs and PowerPoint presentation slides have been checked for accessibility using the checker with the software.
 - Publisher-provided material is ADA compliant. (Check with our publisher’s representative on this.)
 - Videos are captioned

For additional assistance: Please call Disability Support Services at #####.

- The following classroom tools could be used in an online course
 - Gradebook/gradebook comments
 - Discussion forums
 - Email
 - Chats
 - Calendar
 - Announcements

For additional assistance in using these tools in your LMS, please call the online staff member assigned to your division, unit, department or college.

- FAQ's and/or information about where students can find academic and technical support are clearly visible and accessible.
- Discussion forum for student-to-student interaction.
- Checked to make sure that Web links are up-to-date.
- Software and/or programs used in course are easy to navigate by students, and "how to" instructions have been provided to students.

Course Content

- My syllabus clearly describes the requirements for the course and resources available for students to succeed in an online course, including:
 - Required (and recommended, if applicable) course materials, including hardware/software requirements.
 - LMS login information: "How to Log Into LMS" at _____(website)
 - Information (phone numbers or links) on student services and helpful resources that are available online.
 - Information on how to succeed in online courses.
 - Information on online student's rights and responsibilities

Examples of other kinds of online student responsibilities:

- Weekly contact/email requirement (or more if you require).
 - LMS logon requirement (i.e., daily, weekly, bi-weekly)
 - Mandatory discussion boards
 - Absences
- My course content is delivered to address different learning styles and reinforced through various tools including:
 - Simulations
 - Videos
 - Discussions forums
 - Puzzles/games
 - Readings
 - Worksheets or pretests
 - If a research element is part of this course, links to potential library materials and resources are current and provided. Students are prompted with how to initiate research via links to potential library materials and resources.

Interaction

- My interaction with students takes place via the following:
 - Email
 - Voice chat
 - Virtual office hours

- Journals
- Blogs
- Phone
- Physical office hours
- Discussion forums
- Group projects
- In my course, students are able to interact with one another via the following:
 - Email
 - Discussion forums
 - Group projects
- Students interact with course materials via the following:
 - Discussion forums
 - Weekly announcements
 - Quizzes/exams
 - Course readings
 - Calendars
 - Assignments
- Assignments, quizzes or exams are graded within:
 - 1-2 business days after submission
 - 3-5 business days after submission
 - 6+ business days after submission
- I respond to students' questions and queries within:
 - 1-2 business days (recommended)
 - 3-5 business days
 - 6+ business days