

## Quality Standards for Online Courses Checklist

Course: \_\_\_\_\_ Developer: \_\_\_\_\_ Date: \_\_\_\_\_

### Course Design, Content, and Assessment

(“\*” means it is optional; a mark in the M column means a modification is suggested)

#### Course Structure

	Yes	M	No	M
1. The course is presented to students in manageable segments.				
2. The course is organized by weeks/modules/units/chapters in a logical progression and clearly labeled.				
3. The course is easy to navigate and user-friendly.				
4. The navigation menu has active links that all contain content.				
5. The course has an appropriate course banner.				
6. The course content is found in two or less content areas (not spread throughout too many content areas).				

#### Best Practices Highlights:

#### Suggested Modifications:

#### Syllabus

	Yes	M	No	M
7. Instructor's contact information is presented.				
8. Course description and objectives are presented.				
9. Textbook information and/or other required materials are identified.				
10. Course outline/schedule is written by week/module/unit/chapter/ with topics and due dates and provided in a downloadable format separate from the syllabus.				
11. Expectations of students' responsibilities and participations are clearly emphasized.				
12. Expected turn-around time in responding to students' emails, such as between 24 – 48 hours, is stated.				
13. Expected time for students to receive feedback on assignments, discussion postings, papers, exams, etc., e.g. in 3-5 days or in a week, is stated.				
14. Deadlines on assignments, projects, exams, etc. are included in ONE location (such as on the course schedule/outline).				
15. Instructions and expectations for assignments, projects, activities, quizzes, and exams are clearly communicated.				

16. Detailed course policies and procedures e.g. submitting assignments, taking proctored/online exams are presented.				
17. Guidelines for participating in discussion forums and chat sessions are specified.				
18. Evaluation criteria, grading policy, and scale are presented.				
19. Office hours and availability are included.				
20. Students are given direction about where to go for help if it is needed (helpdesk email and phone number).				
21. A clear statement about academic honesty is included.				
22. Necessary information included that is required for accreditation purposes.				

**Best Practices Highlights:**

**Suggested Modifications:**

**Content and its Usability**

	Yes	M	No	M
22. Course introduction with clear directions for getting started and navigating the course is provided (or a “start here” type of area).				
23. FAQ on the course policies, procedures, deadlines, structure, content, assignments, projects, exams, etc. is provided.*				
24. Course materials are organized logically in a folder structure by week/module/unit.				
25. Each folder contains clear descriptions of its content.				
26. Title of each content item is clear and unambiguous.				
27. Text color, font size, and type are used to enhance usability and readability.				
28. Graphics and images are relevant to the course content.				
29. Introduction/overview of the module/unit/chapter is presented.				
30. Lecture/content items are chunked to readable learning units and/or audio/video clips.				
31. The course materials are presented to students with different learning styles (PowerPoint narration, audio, video, simulations, and other media if needed).				
32. Tutorials are provided to help students learn necessary skills if needed.*				
33. External resources are available as part of the course content.*				
34. Links are given to download free plug-ins/software/players if needed.*				
35. Course materials are accessible in different audio and video formats.				

*				
36. Text version is provided as alternative for audio and video files.				
37. Appropriate copyright permission is obtained for articles, images, audio and video clips, and other media used in the course if necessary.				

**Best Practices Highlights:**

**Suggested Modifications:**

**Learning Community**

	Yes	M	No	M
38. Interactions (faculty to students, students to faculty, and students to students) are facilitated in a number of ways in the course.				
39. An announcement welcomes and directs students to the course introduction and syllabus.				
40. Course introductions/icebreaker is included.				
41. A virtual office-type discussion forum is available.				
40. Announcements will be posted frequently/weekly to inform students of reminders and updates.				
41. Students are given an opportunity to interact with other students and the instructor through required participation in threaded discussion forums and/or chat sessions.				
42. Students are given an opportunity to work in small groups through team activities to develop the online learning community.*				
43. Students are given an opportunity to learn from each other by peer reviews, critiques, collaborative research, etc.*				
44. Assignments allow students to interact with content in different formats (text-based, discussion-based, technology-based, etc.).				

**Best Practices Highlights:**

**Suggested Modifications:**

**Assessment**

	Yes	M	No	M
45. Variety of assessment types/methods are used in the course.				
46. Types of assessments selected are consistent with course objectives and learning outcomes.				
47. The number, length, and depth of assessments are adequate to the course objectives and learning outcomes.				

48. Rubrics and/or different evaluation instruments are presented to measure the quality and quantity of assignments, discussion postings, projects, exams, etc.				
49. Threaded discussions are a required and graded component of the week/module/unit.				
50. Case studies, problem-solving scenarios, real-world applications, and/or course projects are an integral part of the assessment for the course.				
51. Opportunities for self-assessments, e.g. practice quizzes, are provided. *				
52. Reasonable measures are taken to ensure integrity for quizzes/tests/exams, such as randomized questions, passwords, test pools, etc.*				

**Best Practices Highlights:**

**Suggested Modifications:**