

Use this checklist as a guide to getting your course ready for the start of the semester.

Syllabus

- Included Instructor image
- Posted office hours and location/virtual office hours (if used)
- Provided complete contact info
- Phone number and availability
- Email and availability/turnaround time
- Online chat availability
- Does the instructor bio give the students a sense of the instructor's background and personality?
- Does the course overview set the stage for what the student will learn this semester? Does it paint a picture of what is expected from them?
- Are attendance policies/work completion policies clear and include consequences for non-compliance?
- Can the student use the course outline to plan their time this semester/to set their expectations for workload?
- Does it include assignments and due date?
- Does it list required and optional textbooks? Have you included textbook images when available?
- Are online etiquette and conduct clearly spelled out? Are there consequences for non-compliance?
- Do your grading standards make clear what level of work is expected at each grade level? Have you made it clear, for instance, what separates A work from B work?
- Is your grading scale clear in terms of how final grades are figure? If using points, have you set point or percentage amount for each letter grade, including pluses and minuses, if given?

- Are all technical requirements needed to take this course listed? Does your list include browser, document reader (Word or PDF) and any other plugin or software needed to access course materials?
- Does your cheating policy clearly define cheating, offer help for those not clear on the policy and offer a rationale for academic honesty. If you are using any sort of cheating detection service, have you advertised this to your students? Have you included a procedure for handling suspicions of cheating? Are consequences for cheating cut and dried? Is your cheating policy linked to the university policy?
- Have you included add/drop dates and made clear that the policy for online courses is the same as for all university courses?
- Are there other key course dates you should include? Special events? Departmental meetings, shows or gatherings?
- Have you made clear that accommodations for disabilities must be arranged through the Disability Services office? Have you provided the relevant contact information?
- Have you included HIPPA/FERPA policies? Does your course design ensure student privacy of grade information?
- Are there other departmental or college policies that you are required to include?

Course Home Page

- Have you include a welcome announcement that will be available the first week of class. Does the welcome announcement include a summary of week 1 tasks the student must complete? Does it include an easy method for the students to ask questions?
- Have you assigned a course questionnaire for week 1? Will students receive points for completing the questionnaire? Does the questionnaire contain the following items (at minimum):
 - Read syllabus
 - Has a working email
 - Checks email multiple times a week
 - Has the required technology to take the course
 - Agrees to cheating policy
 - Do they have any other questions?
- Is there a general class discussion available? Have you explained the rationale for a public course discussion and encouraged students to use this forum?

Can students quickly find the best method for contacting you? For example, do you have an email address prominently featured on the home page?

Design and content

Does your course use a mix of assignments (discussions, quizzes, papers, groupwork, etc.)?

Do you supplement your course content with links to relevant Web sites? To relevant supporting documents?

Does each of your units use a consistent set of fonts, type face and size? For example, is all of your primary body text set in Verdana size 2?

Do you use color to highlight text and create visual variety?

Is the course content text chunked into sections and sub-sections?

Do you use a consistent presentation of lesson material across weeks or units?

Is there clip art or illustrations to break up pages?

Did you spell checked content?

Lessons/Units

Does each unit have a clearly stated objective for each lesson?

Is there a clearly stated summary of work tasks for each lesson, reading, labs, discussions, quizzes, etc.?

Do all lessons have scheduled start and end dates?

Are lesson start dates are set to the future for any content that should remain immediately inaccessible?

Groups

Have you checked that all students are assigned to groups, including students who added after the first day of class?

Quizzes/exams

- Do pre-quiz introduction clearly indicates length of test, number or questions, etc.?
- Do all quiz items have points assigned?
- Have you attached item-level feedback to all quiz items?
- Does the total of item points equal total quiz points?
- Is the review date for quizzes set to correct date—the day students may see their quiz scores and results?

Discussions

- Are discussion question framed in an opened ended manner—eg, the questions cannot be answers “yes” or “no”?
- Did you provide clear participation guidelines—grading rubrics. How many posts or follow-ups are required?
- Did you provide discussion start and end dates?

Grade Center

- Are all gradable items set up in the grade center—items appear in grade center?
- Do all gradable items have points assigned?
- Do grade center assignments and points match the syllabus?
- Are gradable items assigned for each week of the course?
- Do all gradable items have associated grading rubric?

First week checklist

- Did you send a welcome email—remind students to log in?
- Have you checked that all students have accessed the course and completed week 1 work?
- Have you confirmed that all students have working email (checked through course questionnaire)?
- Are you confident that no student has an outstanding technical issue—checked through course questionnaire, class discussion and/or email.?

AND FINALLY:

If you were taking this course, would you consider it a quality course?