

Department:	Course #:	
Developer/Instructor Name:		
Onl	ine Course Design Checklist	Meets
Announcements		
Welcome video or stateme	nt (video preferred)	
Announcements updated or	on a regular basis	
Faculty		
<ul> <li>Instructor contact informat</li> </ul>	ion and office hours	
Syllabus & Textbooks (the syllab	us should use approved template)	
<ul> <li>Course name, number, and</li> </ul>	description	
<ul> <li>Learning goals and objective</li> </ul>	es; grading policy and rubrics	
<ul> <li>Required policies (course, course)</li> </ul>	lepartment, university, support resources)	
Textbook/resource informa	ation (ISBN, textbook photo, links)	
How to access textbooks ar	nd/or Open Educational Resources (OER)	
Schedule		
Course schedule		
<ul> <li>Due dates for assignments,</li> </ul>	quizzes, and exams	
Lessons		
Weekly/regular content fol	ders with learning materials	
_	ctures (if recordings of on-campus lectures are used at all, they should als specifically designed for an online course)	
<ul> <li>Assignments, quizzes, coll</li> </ul>	aboration tools (e.g., wikis, blogs)	
	d using Universal Design and accessibility guidelines (e.g., reader friendly documents)	
Exams		
<ul> <li>Exams posted with clear ins</li> </ul>	structions and due dates	
<ul> <li>Proctoring information is p</li> </ul>	rovided (if applicable)	
Resources		
Supplemental materials (e.	g., extra articles, links, videos)	
Include information about	tutoring, etc. (Smarthinking, Writing Center, etc.)	
My Grades		

Instructional Designer Approval Signature Date

Grade center where students can view their course performance