

## Online Course Quality Checklist

Criteria	Met?
<b>Section 1: Course Overview &amp; Introduction</b>	
Instructions on how to get started and where to find various course components are clear and easy to find.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The purpose of the course is clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The structure of the course is clearly explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
For blended courses, the relationship between the face-to-face and online components is clearly explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The purpose of the different communication tools (online discussions, email, chat etc.) is stated clearly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The instructor has provided a personal introduction and/or bio.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Students are asked to introduce themselves to the class.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Prerequisite knowledge and skills are clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Minimum technical skills expected of the student are clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A clear timeline with topics and activities is posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Resources required for the course are explicitly stated, <i>and information is provided to students regarding how/where to get required resources.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 2: Learning Outcomes</b>	
The course learning outcomes are described in terms of what the student will be able to do upon completion.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The module/unit learning outcomes are consistent with the course-level outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The learning outcomes are at levels appropriate for the course.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 3: Assessment</b>	
The learning activities and assessment are consistent with the learning outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The course grading and assignment policy is stated clearly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Specific and descriptive criteria are provided for the evaluation of students' work and participation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Assessment and evaluation are conducted on an ongoing basis throughout the course.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>A structure exists to provide students with feedback throughout the course.</i>	
Clear instructions are provided on how to submit assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 4: Course Materials</b>	
Course content is sequenced and structured in a way that enables students to achieve stated learning outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The relationship between the instructional materials and the learning activities is clearly explained to the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Course materials are presented in a consistent structure and layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Media elements used within the course adopt formats and standards that are accessible to all students.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	

<b>Section 5: Learner Engagement</b>	
The learning activities promote the achievement of the stated learning outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Learning activities foster appropriate levels and types of interaction (instructor-student, content-student, student-student).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Clear standards are set for instructor responsiveness and availability (turn-around time for email, assignment marking, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The requirements for student interaction <i>and progression through the course</i> are clearly articulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 6: Educational Technology</b>	
The tools and media support the learning outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Navigation throughout the online components of the course is logical, consistent, and efficient.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<a href="http://www.youtube.com/watch?v=iAnyVgeYp5A&amp;feature=relmfu">http://www.youtube.com/watch?v=iAnyVgeYp5A&amp;feature=relmfu</a>	<a href="http://www.youtube.com/watch?v=iAnyVgeYp5A&amp;feature=relmfu">http://www.youtube.com/watch?v=iAnyVgeYp5A&amp;feature=relmfu</a>
The tools used in the course are readily available to students (eg. free plugins if any needed), <i>and there are instructions to get any additional required tools.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>If synchronous activities are included, they are archived for students to review (e.g. Elluminate Live sessions, podcasts).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 7: Course Resources</b>	
<i>Appropriate course resources are selected to support the learning outcomes.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>All course resources are clearly written and edited, and have a high production quality.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
All resources and materials used in the course are appropriately cited.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copyright clearance has been obtained where necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Web links are relevant and functional.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	
<b>Section 8: Learner Support Resources</b>	
The course instructions make it clear how students can access technical support.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The course instructions make it clear how the institution's or the program's academic support systems can be accessed (eg. Library services, peer tutoring).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The course instructions make it clear how the institution's student support services can be accessed (eg. Peer support services, Counselling).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>The course provides guidelines on how to succeed as a student in the online environment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Comments**

Resource: [www.onlinedevelopment.wordpress.com](http://www.onlinedevelopment.wordpress.com)