

# DRAFT – Not an official check off list – use as you like



## Online Course Review Checklist

Instructor Name:  
 Course Number:  
 Course Name:  
 Review Date:  
 Term to be delivered:  
 Reviewer:

* = Required Element	Element	No	Yes
	<b>Homepage</b>		
*	Course Banner		
*	Links Work/Updated		
*	Clear instructions on where to begin		
*	Link to DL site		
*	Link to student orientation		
*	Link to library		
	<b>Syllabus</b>		
*	Course title		
*	Course description		
*	Course number and section		
*	List required text(s)		
*	Office Hours		
*	Clear & concise learning objectives		
*	Online communication guidelines		
*	Grading Policy		
*	Academic Dishonesty Statement		
*	From the Instructor Statement		
*	General Orientation about how the course is organized		
*	Communication method clearly stated		
*	Statement about how students will submit assignments		
	Additional software required statement (if needed)		
	Links to additional software required (plugins, ect...)		
*	ADA Statement		

## DRAFT – Not an official check off list – use as you like

	What to do next instruction		
	<b>Course Content</b>		
*	Lectures present		
*	Assignments indicated		
	<b>Communication Tools</b>		
*	Discussion Tool set up		
*	Topics setup and managed		
*	Introductory message from instructor		
*	Email		
	<b>Assessment</b>		
*	Quiz tool used		
*	Alternate assessment		
*	Publisher resources used		
	<b>Additional tools Used</b>		
	<b>Multimedia</b>		
	Consulted with DL dept. about using		
	Uses Multimedia		
	Types used		
	Provide links to plug-in if required		
	Provide explanation to students		
	Provide ADA/low bandwidth versions		
	Testing of media performed		
	<b>Build Community</b>		
*	Instructor photo		
*	Course video or audio welcome		
*	Instructor autobiography		
*	Student introduction forum		
*	Student interaction: group expectations stated		