Online Course Review Checklist

Instructor name:

Course and section (e.g. English 1A DE1):

No.	Criteria	Yes	No
1.	Course includes a distinct starting point.		
2.	Instructor contact information is easily located and includes preferred method(s) of communication/contact and expectations for response times, grade turnaround and feedback times, along with expectations for instructor participation.		
3.	Course syllabus is easily located (use of the Syllabus link in Canvas is recommended).		
4.	Course syllabus includes course description.		
5.	Course syllabus includes SLOs.		
6.	Course syllabus includes textbooks and materials (including any technical requirements, software, and purchase methods).		
7.	Course syllabus includes student participation expectation.		
8.	Course syllabus includes online attendance expectations and policy.		
9.	Course syllabus includes explanations of grading methods (including rubrics), late submission or makeup policies.		
10.	Course syllabus includes guidelines and policies for online behavior and academic honesty, including plagiarism.		
11.	Course syllabus includes accessibility and accommodation information and resources.		
12.	References/links to LPC academic and support services and the Online Learning web site are provided OR instructions are given for students to access the Student Support Hub in Canvas.		
13.	Course navigation menu is intuitive and only includes items that students will use.		
14.	Course content is organized appropriately (e.g. grouped by week, topic, lesson, unit, etc.).		
15.	Sequence of content within modules follows a consistent layout and structure.		
16.	Learning materials are presented in ways appropriate to the subject matter (text, images, presentations, audio, and video).		
17.	Non-Canvas Studio video files are stored on external sites and not uploaded into Canvas		
18.	Regular opportunities for meaningful student-student and student-instructor interaction, such as in Discussion Boards, are required.		
19.	A variety of formative and summative assessment methods (quizzes, assignments, projects, etc.) are used.		
20.	Progress has been made towards making course content accessible to students with disabilities.		

Last updated 4-14-21