

## Online Course Review Checklist

I. Intro Information : Start Here			
Meets Criteria	Partially Met Criteria	Does Not Meet Criteria	
			Syllabus is included
			Addendum is listed and includes a course schedule which is also accessible on the calendar
			Instructor info included; virtual or physical office hours
			Course descriptions/expectations/technical requirements/competencies are provided
			Student participation is defined and a grade rationale for quality is provided (This may be located under "start here")
			Start Here (Week one/participation) assignments are clearly listed to include orientation activities that correspond to course activities

Comments:

II. Communication			
Meets Criteria	Partially Met Criteria	Does Not Meet Criteria	
			Course tone is friendly and supportive
			If used, discussion board is organized; discussion post instructions are included
			Parameters for instructor e-mail responses are clearly outlined
			Gradebook is available and labeled
			Calendar function is complete (in addition to course schedule); all deadlines are clearly posted
			Opportunities for student feedback are included
			Newsfeed is used to provide course updates

Comments:

III. Content			
Meets Criteria	Partially Met Criteria	Does Not Meet Criteria	
			Course is organized by modules, units, lessons, etc.
			All modules/assignments/supplemental materials are included and clearly labeled; content is sequenced and structured in a manner that enables learners to achieve the stated goals
			Material is “chunked” or grouped to help students learn the content; scrolling is minimized
			Links in content and resources (library, SCC online, TLC, Testing Center, etc.) are provided and up-to-date

Comments:

IV. Assessment			
Meets Criteria	Partially Met Criteria	Does Not Meet Criteria	
			Instructions for coursework submissions and deadlines are clear
			“Where, how, and when” to submit assignments is clearly stated/summarized for students
			Assessments are present; multiple methods are available: quizzes, tests, discussion, essays, projects, etc.
			Assessments are appropriate for SLOs
			Explicit rubric, rationale, and/or grading characteristics are provided for each assignment

Comments:

V. Disabilities/ADA			
Meets Criteria	Partially Met Criteria	Does Not Meet Criteria	
			Course uses captioning for any videos
			Statement of ADA compliance and request for special services is provided
			Course technologies and links, etc., are also compliant with ADA

Comments: