CHECKLIST: Online Courses - Common Structural Standards

**Learning Outcomes**
- Clearly defined and considered in the context of the course, the academic program, the college, and the university
- Inclusion on syllabus

**Technology Mix**
- Considers student access, is simple
- Matches learning outcomes
- Includes high-tech assignments as options

**Interactivity**
- Core value of online course
- Weekly use of discussion board; consistent participation
- Use of other tools of engagement to match learning outcomes: group spaces, virtual classroom, email, telephone
- Faculty contact information on Faculty button
- Announcements used to inform students of temporary change in accessibility
- Faculty as student safety net through regular, multi-level interaction

**Syllabus**
- **Syllabus button**
- **Contents**
- Faculty contact information
- Learning outcomes/ course purpose
- Rubric or other clear statement of expectations/ assessment with grading guidelines
- Late policy
- Topics and assignments (with due dates) by week

**Content**
- Announcement: Opening statement about course, tools, concepts
- Links to how online course works, how to be online student, using the digital drop box, etc.
- Online orientation
- Faculty introduction
- Introductions/ icebreakers
- Modular format using learning units
- Prepared instructions for common instructional tools such as digital drop box

**Structure**
- "Chunks" to aid comprehension
- Consistent structure with varied activities for ease of use and engagement
- Visual presentation to enhance content and engagement: Consider color, space, graphics and graphic organizers

**Buttons: Consistent use and naming conventions**
- 1. Announcements
- 2. Assignments (with due dates and clear expectations for achievement)
- 3. Discussion Board
- 4. Digital Drop Box
- 5. Groups (optional)
- 6. Syllabus and Course information: How the Online Course Works, Assessment overview (include rubric or other assessment tools)
- 7. Websites/ External Links (optional)
- 8. Faculty contact information: Phone, email, website
- 9. Communication
- 10. User Tools

[adapted by rtw from Karen Gersten, 5/27/05]