



Course Readiness Review

The Course Readiness Review is meant to be used as a self-review to help you get your ONLINE/HYBRID course ready. Once you fill out a form you may view your Course Review Readiness Score (maximum value of 100) and additional information based on your responses. Individual responses and scores of these reviews are confidential and will not be shared. Realistic and honest responses will help you identify areas for improvement and the Office of Online Education will gladly assist you in further course development.

We ask you to support our institutional efforts by completing a Course Readiness Review for each ONLINE/HYBRID course you are teaching in order for Lehman College to comply with the requirements for our upcoming Middle States Commission on Higher Education (MSCHE) reaccreditation, and the NYS Education Department requirements for quality assurance of distance education offerings.

Please note that whether you choose "Ready" or "Ready, would like to make it better", you still get the full score. If you choose "Ready, would like to make it better" or "Not ready, please assist", the Office of Online Education will contact you to provide assistance.

*** Required**

Your First Name *

Your answer

Your Last Name *

Your answer

Your Lehman Email *

Your answer

School *

(select from list)

Choose

Department *

(select from list)

Choose

Course Number & Section Number *

e.g. LEH 300 Section A01

Your answer

Announcements/Welcome Message

10 points

Is there an Announcement menu item and an initial welcoming announcement that lets students know where to find things and how to get started in the course? You may wish to record a short video or use VoiceThread to welcome your students to your class. The Office of Online Education will gladly help you make a professionally produced welcome message to your students.

- Not ready, please assist
- Ready
- Ready, would like to make it better

Contacts/Instructor Info

10 points

Is there a menu item for Contacts/ Instructor Info and is this area filled out to provide contact info and info on your availability i.e. your office hours? Students want to know how and when they can see you and speak to you. Including your picture is much appreciated by students (must be square and no larger than 150 x150 pixels). Please make sure to include all information that you wish to share with your students.

- Not Ready, please assist
- Ready
- Ready, would like to make it better

Course Syllabus

20 points

Please post your Syllabus to the course. Students want to know about the course materials, course policies, textbook and your office hours, grade formula, etc.

- Not ready, please assist
- Ready
- Ready, would like to make it better

Course/Content Materials

20 points

Are the learning materials posted for at least the first FOUR weeks of the course? Are students directed how to find it? Are the menu items on the left sidebar make it easy for students to find course materials? Do the learning modules follow Lehman Blackboard outline?

- Not ready, please assist
- Ready
- Ready, would like to make it better

Assignments

20 points

Are there assignments listed for at least the first FOUR weeks of the course, and are students directed how to find them in each learning module? Please note, that Lehman has SafeAssign service to check for plagiarism as well as TurnItIn to provide effective feedback, and save time on grading.

- Not ready, please assist
- Ready
- Ready, would like to make it better

Course Accessibility

10 points

Images include text tags; videos include captions or transcripts; documents are screen reader accessible; all menu items are links, not buttons. All external tools used are accessible. If something cannot be made fully accessible, alternate and equivalent option is offered.

- Not ready, please assist
- Ready
- Ready, would like to make it better

Course Availability

10 points

Course Availability: please remember to make your course AVAILABLE to your students. Remember, you may have loaded the content but the students will not see it unless you make it available to the class. To make your course available go to: CONTROL PANEL > CUSTOMIZATION > PROPERTIES > SET AVAILABILITY simply change NO to YES and SUBMIT.

- Not ready, please assist
- Ready
- Ready, would like to make it better

Comments

Do you have any specific requests regarding support for teaching online? e.g. want to learn how to make your course more engaging? save time on grading? motivate students? facilitate an effective online discussion? create instructor presence without being online 24/7? want to learn about VoiceThread, Turnitin, Video, etc.

Your answer

SUBMIT

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Never submit passwords through Google Forms.