

Online Course Readiness Checklist

COURSE:

SEMESTER:

COURSE OVERVIEW AND INTRODUCTION

<input type="checkbox"/>	Getting Started Section
<input type="checkbox"/>	Meet your Instructor Message/Video
<input type="checkbox"/>	Course Tour
<input type="checkbox"/>	Meet You Classmates
<input type="checkbox"/>	Course Schedule
<input type="checkbox"/>	Etiquette Expectations
<input type="checkbox"/>	Course and Institutional Policies
<input type="checkbox"/>	Course Description
<input type="checkbox"/>	Description of Technical Support available and how to access
<input type="checkbox"/>	Instructor Contact Information
<input type="checkbox"/>	<p>Syllabus</p> <ul style="list-style-type: none"> - Course objectives - Course policies, Pre-Requisites, & Technical Requirements/ Skills - Grading Policy - Instructors Response Time & Feedback on Assignments - Accessibility Policies and Availability of Services <p>Any additional departmental required components</p>

LEARNING OBJECTIVES

<input type="checkbox"/>	Course Learning objectives are written from the learner's perspective, describe measurable outcomes and are suited to the level of the course.
<input type="checkbox"/>	Module/Units learning objectives are written from the learner's perspective, describe outcomes that are measurable, and align with course-level objectives.
<input type="checkbox"/>	Relationship between learning objectives or competencies and course activities is clearly stated.

ASSESSMENT AND MEASUREMENT

<input type="checkbox"/>	Assessment activities are aligned with learning objectives and are measurable.
<input type="checkbox"/>	Assessment activities are sequenced, varied and appropriate. (i.e.: not just tests and quizzes)
<input type="checkbox"/>	Specific and Descriptive criteria are provided for evaluation of learners work and align with course grading policy.
<input type="checkbox"/>	Multiple opportunities exist for learners to track their learning and progress.

INSTRUCTIONAL MATERIALS

<input type="checkbox"/>	Instructional materials contribute to the achievement of the stated course and module/unit learning objectives.
<input type="checkbox"/>	Both the purpose of instructional materials & how materials are used for learning activities is explained clearly.
<input type="checkbox"/>	A variety of Instructional Materials are presented that are current and properly cited.
<input type="checkbox"/>	Optional Materials, are labeled as optional.

LEARNER INTERACTION AND ENGAGEMENT

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A variety of activities to promote interaction and engagement, support active learning, and increase student motivation/interest. |
| <input type="checkbox"/> | Requirements for learner interaction are clearly stated. |

COURSE TECHNOLOGY

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Tools support learning objectives. |
| <input type="checkbox"/> | Course Tools used are current, readily obtainable, promote learner engagement and active learning. |
| <input type="checkbox"/> | Links to Privacy Policies for all external tools that are required in the course. |

LEARNER SUPPORT

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Course provides link to academic support services and student services available to students & how to obtain them. |
|--------------------------|--|

ACCESSIBILITY

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Course Navigation and multimedia facilitate ease of use. |
| <input type="checkbox"/> | Information about the accessibility for all technologies that are required in the course. |
| <input type="checkbox"/> | Materials are available in alternative formats. |
| <input type="checkbox"/> | Design facilitates readability. |

*Adapted from Quality Matters Rubric Standards Fifth Edition & Western Kentucky University Online Course Readiness Checklist