

## Online Course Template Checklist - Spring 2024

Submitted by:  
Course Number:  
Date Submitted:

Canvas Framework is used, and checked by eLC.

Course accessibility is checked through Ally and the score is equal or greater than 85%.

Concourse Syllabus Requirement: Blueprint courses will not have access to the Concourse Syllabus. In order to fulfill the syllabus requirement of the OAB review, complete a sample Concourse Syllabus in a credit course shell, save a PDF copy and add (as Example Syllabus) to your Course Information or Getting Started module, or the Course Homepage.

For a course review to result in 'Standards Met,' each item in the **Required Standards** categories (**Standards 1-3**) must be fulfilled.

REQUIRED Standards	Examples	Where Addressed?	OAB Standard	Met	Points
<b>Course Information - Standard 1</b>					
Communication guidelines for the course are clearly stated. Clear standards and regular interaction are set for instructor response and availability, including typical turnaround times to be expected for response to email.	Online office hours, email, Canvas chat, and FAQ discussion board should be included.	Concourse syllabus and welcome letter	1.1	Yes	3
The instructor's plan for grading course work is clearly stated, including typical turnaround times to be expected for assignment grading and feedback, and whether work is graded by the instructor or auto-graded by Canvas (or publisher platform).	This standard can be addressed in the Concourse Syllabus and/or welcome letter or video.	Concourse syllabus, welcome letter	1.2	Yes	3
Grading policy is presented at the beginning of the course. The grading policy is transparent and easy to understand. Overall course evaluation and grading procedures are clearly specified and consistent across syllabus, Canvas Grades, and assignment descriptions.	A clear, written statement at the beginning of the course fully explains to the learner how the course grades are calculated. Depending on the grading system, points, percentages, and weights for each component of the course grade are clearly stated.	Concourse Syllabus	1.3	Yes	3
Course instructions articulate or link to academic and technical support, tutorials, and resources; if the course requires a specific software, instructions for how to obtain it and links to support are included.	Hardware, software, app, access to publisher's materials, subscriptions, plug-ins, webcams, microphones, etc	Concourse syllabus	1.4	Yes	3
The relationship between learning objectives, learning activities, and assessments is made clear.	Clearly identify the connection between the course learning objectives and module/unit-level learning objectives related to assigned learning activities, and assessments through a course map or course calendar.	Course Map Course Calendar	1.5	Yes	3
<b>Course Content - Standard 2</b>					
Specific and descriptive criteria are provided for the evaluation of assigned work.	Use of Rubrics/checklists or other evaluation tool; Assignment instructions provided integrated in Assignment, Quiz, Discussion; Exam directions including time limit, number of questions, etc.		2.1	Yes	3
Uses a variety (minimum of two) of teaching tools for online learning. Different types of media are used to deliver content. The instructor can alert learners to sensitive content with descriptions that identify potentially problematic or traumatizing content in chosen instructional materials.	Multimedia, textbook, discussion boards, scholarly journal articles, instructor-created materials. A statement of possible traumatizing or sensitive cultural/personal content is provided if applicable.		2.2	Yes	3
Assessments and activities appropriate for online delivery are included in the course.	English class - written essay; Math class - proctored exam; History class - project; Speech class - Video speech		2.3	Yes	3

The methods used for submitting assessments are appropriate for the online learning environment.	Use of Canvas Gradebook file upload, media upload, online quiz, text entry. If publisher material used, it is linked to the Canvas Gradebook.		2.4	Yes	3
Learning activities foster student interaction and group collaboration with course content.	Quizzes, content-related discussion forum, content-related group projects.		2.5	Yes	3
Learning activities foster student-student interaction. Minimum requirement: Student self-introduction to the class.	Student self-introduction, online ice breaker.		2.6	Yes	3
The course meets all institutional requirements for online courses.	All coursework can be completed online, there are no required synchronous meetings, unless specified as required synchronous meetings as in other types of online courses.		2.7	Yes	3
<b>Course Navigation - Standard 3</b>					
All links are working and point to their intended resources.	Completed by Lead using Link Validator in Canvas.		3.1	Yes	3
NOTE: Required components MUST add up to 39 in order for course to be approved.			<b>Subtotal (Required Components) 39</b>		
<b>STRONGLY ENCOURAGED Standards</b>					
	<b>Examples</b>	<b>Where Addressed?</b>	<b>OAB Standard</b>	<b>Met</b>	<b>Points</b>
<b>Strongly Encouraged - Standard 4</b>					
All required technologies can be easily downloaded or obtained and are easy to install.	MS Office, Adobe, MindTap, Access Pearson, etc.		4.1	Yes	2
Student interaction is encouraged through online discussion and/or collaborative activities, and students are informed about any requirements for participation and about the criteria used to evaluate their participation in such activities. The instructor can alert learners to sensitive content with descriptions that identify potentially problematic or traumatizing content in chosen instructional materials <a href="#">to include raising concerns of cultural differences and personal sensitivities</a> .	Syllabus Information, online communication policy, Discussion rubric.		4.2	Yes	2
All resources and materials used in the online course are appropriately cited.	Videos linked or embedded in Canvas reference the source.		4.3	Yes	2
Any type of video lectures or videos linked are uploaded to a storage site, closed captioned, and then embedded into a Canvas page.	Course representative confirms it in the course worksheet.		4.4	Yes	2