**Online Course Quality Checklist**

|  |  |
| --- | --- |
| **Criteria** | **Met?** |
| **Section I: Course Overview & Introduction** |  |
| Instructions on how to get started and where to find various course components are clear and easy to find. | 🞏 Yes 🞏No 🞏N/A |
| The purpose of the course is clearly stated. | 🞏 Yes 🞏No 🞏N/A |
| The structure of the course is clearly explained. | 🞏 Yes 🞏No 🞏N/A |
| For blended courses, the relationship between the face-to-face and online components is clearly explained. | 🞏 Yes 🞏No 🞏N/A |
| The purpose of the different communication tools (online discussions, email, chat etc.) is stated clearly. | 🞏 Yes 🞏No 🞏N/A |
| The instructor has provided a personal introduction and/or bio. | 🞏 Yes 🞏No 🞏N/A |
| Students are asked to introduce themselves to the class. | 🞏 Yes 🞏No 🞏N/A |
| Prerequisite knowledge and skills are clearly stated. | 🞏 Yes 🞏No 🞏N/A |
| Minimum technical skills expected of the student are clearly stated. | 🞏 Yes 🞏No 🞏N/A |
| A clear timeline with topics and activities is posted. | 🞏 Yes 🞏No 🞏N/A |
| Resources required for the course are explicitly stated, *and information is provided to students regarding how/where to get required resources.* | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 2: Learning Outcomes** |  |
| The course learning outcomes are described in terms of what the student will be able to do upon completion.  |  🞏 Yes 🞏No 🞏N/A |
| The module/unit learning outcomes are consistent with the course-level outcomes.  | 🞏 Yes 🞏No 🞏N/A |
| The learning outcomes are at levels appropriate for the course. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 3: Assessment** |  |
| The learning activities and assessment are consistent with the learning outcomes. |  🞏 Yes 🞏No 🞏N/A |
| The course grading and assignment policy is stated clearly.  | 🞏 Yes 🞏No 🞏N/A |
| Specific and descriptive criteria are provided for the evaluation of students’ work and participation.  | 🞏 Yes 🞏No 🞏N/A |
| Assessment and evaluation are conducted on an ongoing basis throughout the course. | 🞏 Yes 🞏No 🞏N/A |
| A structure exists to provide students with feedback throughout the course. | 🞏 Yes 🞏No 🞏N/A |
| Clear instructions are provided on how to submit assignments. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 4: Course Materials** |  |
| Course content is sequenced and structured in a way that enables students to achieve stated learning outcomes. |  🞏 Yes 🞏No 🞏N/A |
| The relationship between the instructional materials and the learning activities is clearly explained to the student.  | 🞏 Yes 🞏No 🞏N/A |
| Course materials are presented in a consistent structure and layout. | 🞏 Yes 🞏No 🞏N/A |
| Media elements used within the course adopt formats and standards that are accessible to all students. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 5: Learner Engagement** |  |
| The learning activities promote the achievement of the stated learning outcomes.  |  🞏 Yes 🞏No 🞏N/A |
| Learning activities foster appropriate levels and types of interaction (instructor-student, content-student, student-student).  | 🞏 Yes 🞏No 🞏N/A |
| Clear standards are set for instructor responsiveness and availability (turn-around time for email, assignment marking, etc.). | 🞏 Yes 🞏No 🞏N/A |
| The requirements for student interaction and progression through the course are clearly articulated. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 6: Educational Technology** |  |
| The tools and media support the learning outcomes.  | 🞏 Yes 🞏No 🞏N/A |
| Navigation throughout the online components of the course is logical, consistent, and efficient. | 🞏 Yes 🞏No 🞏N/A |
| Instructions on how to access resources at a distance are sufficient and easy to understand.  | 🞏 Yes 🞏No 🞏N/A |
| The tools used in the course are readily available to students (eg. free plugins if any needed), and there are instructions to get any additional required tools. | 🞏 Yes 🞏No 🞏N/A |
| If synchronous activities are included, they are archived for students to review (e.g. Virtual Classroom sessions, podcasts). | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 7: Course Resources** |  |
| Appropriate course resources are selected to support the learning outcomes. | 🞏 Yes 🞏No 🞏N/A |
| All course resources are clearly written and edited, and have a high production quality. | 🞏 Yes 🞏No 🞏N/A |
| All resources and materials used in the course are appropriately cited. |  🞏 Yes 🞏No 🞏N/A |
| Copyright clearance has been obtained where necessary. | 🞏 Yes 🞏No 🞏N/A |
| Web links are relevant and functional. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |
| **Section 8: Learner Support Resources** |  |
| The course instructions make it clear how students can access technical support.  | 🞏 Yes 🞏No 🞏N/A |
| The course instructions make it clear how the institution’s or the program’s academic support systems can be accessed (eg. Library services, peer tutoring). | 🞏 Yes 🞏No 🞏N/A |
| The course instructions make it clear how the institution’s student support services can be accessed (eg. Peer support services, Counselling).  | 🞏 Yes 🞏No 🞏N/A |
| The course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information. | 🞏 Yes 🞏No 🞏N/A |
| The course provides guidelines on how to succeed as a student in the online environment. | 🞏 Yes 🞏No 🞏N/A |
| **Comments** |