

ONLINE LEARNING'S COURSE QUALITY CHECKLIST

This checklist is intended to be used by faculty to evaluate the quality of their online courses at RIT. This checklist contains many best practices that have been gathered from research and from exemplary online courses and faculty at RIT. This checklist is only a guideline and some items will not apply to all courses.

COURSE DESIGN CHECKLIST

GENERAL

- Removal of links on nav bar that are not in use
- Does the course meet all RIT accessibility standards?
- Does the course meet all RIT Copyright policies?
- Use of color, font styles, and images

NEWS

- Welcome message with picture of instructor

CONTENT

- No broken or inaccessible media or content
- Layout of content is organized and consistent with consistent naming conventions
- Syllabus is broken down into smaller chunks
- Entry level knowledge/skills and technical skills expected for students entering the
- Easy to find syllabus items including professor contact info, clear and measurable objectives, expectations for feedback, course schedule, and course policies (late
- List file format type and length of file if possible in the title of all topics

CALENDAR

- Use of Calendar to post all assignment due dates

DROPBOX

- Use of dates to enforce dropbox
- Connection of dates with calendar
- Dropbox items should be linked to grade items
- Clear and meaningful names are given to each dropbox folder

DISCUSSION

- Introductions, Q&A, and Student Lounge area available at all times throughout the
- Not more than 2 questions posed in the description for each discussion topic
- Clear rubric for grading discussion responses is posted and enforced
- Due dates listed in discussion descriptions

CHAT

- Provide clear and meaningful names to all chat rooms
- List the date and time of chat in title

QUIZZES

- Use of low-stakes practice quiz
- Show all quizzes as active with restrictions on date and time

SURVEYS

- Use of mid-quarter survey

GRADES

- Use of categories and items set up correctly as listed in grading policy so columns

ONLINE LEARNING'S COURSE QUALITY CHECKLIST

This checklist is intended to be used by faculty to evaluate the quality of their online courses at RIT. This checklist contains many best practices that have been gathered from research and from exemplary online courses and faculty at RIT. This checklist is only a guideline and some items will not apply to all courses.

TEACHING APPROACH CHECKLIST

GENERAL

- Upbeat approach to interaction, creation of positive atmosphere
- Faculty acts as facilitator or coach, instead of sole lecturer
- Momentum of the course is maintained throughout the quarter

NEWS

- Provides guidance or commentary to students with weekly postings either to begin the week or as a summary at the end of each week

CONTENT

- Release content based on date, but allow students access to previously covered material

CALENDAR

- Use of calendar for reminders throughout quarter

DROPBOX

- Use of dropbox feedback

DISCUSSION

- Faculty participation in discussion should not be dominant, but consistently present and guiding the process
- Release discussion based on date

QUIZZES

- Use of multiple submission views to give results to students after quiz is taken

SURVEYS

- Use of Survey Reports to share info with students

GRADES

- Use of grades feedback, both private and public