|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Name: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date course will be offered: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Course Name: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reviewer Name: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Initial Review Date: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Final Review Date: | \_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| Criteria  | Initial Course Score | Final Course Score | Comments Add updates in the same box with prefix Date Update: |
| --- | --- | --- | --- |
| Total Course Score (62 possible): |  |  |  |
| Course Overview and Introduction | **0** | **0** |  |
| 1. There a course introduction and a defined structure of the course. *(Essential)*
 |  |  |  |
| 1. A course syllabus is included. *(Essential)*
 |  |  |  |
| 1. A grading policy is included. *(Essential)*
 |  |  |  |
| 1. A course schedule is included. *(Essential)*
 |  |  |  |
| 1. A self-introduction by the instructor is included. *(Essential)*
 |  |  |  |
| 1. Course learning outcomes (that are measurable) are included. *(Essential)*
 |  |  |  |
| 1. Navigation/layout is easy to follow.
 |
| * 1. Instructor provides instructions on the path the learner should take. *(Essential)*
 |  |  |  |
| * 1. Content is organized in a logical way (for example: by topic, module or week). *(Essential)*
 |  |  |  |
| 1. A discussion where students introduce themselves is included. *(Essential)*
 |  |  |  |
| Learning Outcomes |  | **0** |  |
| 1. Module-level learning outcomes are included. *(Essential)*
 |  |  |  |
| Assessments | **0** | **0** |  |
| 1. Formative assessments
 |
| * 1. Course contains formative assessments. *(Important)*
 |  |  |  |
| * 1. If included, each assessment contains adequate directions for the students to complete successfully. *(Important)*
 |  |  |  |
| 1. Summative assessments
 |
| * 1. Course includes summative assessments. *(Essential)*
 |  |  |  |
| * 1. If included, each assessment contains adequate directions for the students to complete successfully. *(Essential)*
 |  |  |  |
| 1. Learning Progress
 |
| * 1. Learner is presented with multiple opportunities to track learning progress. *(Important)*
 |  |  |  |
| * 1. Each or most modules contain a homework assignment. *(Important)*
 |  |  |  |
| * 1. If included, each assignment contains adequate directions for the students to complete successfully. *(Important)*
 |  |  |  |
| Instructional Materials | **0** | **0** |  |
| 1. A variety of instructional materials are used in the course. *(Important)*
 |  |  |  |
| 1. Instructional materials are easy to find and easy to access. *(Essential)*
 |  |  |  |
| Course Activities & Learner Interaction | **0** | **0** |  |
| 1. Each module has a discussion component. *(Important)*
 |  |  |  |
| 1. If the class does not contain a discussion component, it contains other class activities that can be used to engage students. *(Important)*
 |  |  |  |
| 1. If the class does contain a discussion or other class activities, there adequate directions for the students to complete these activities. *(Important)*
 |  |  |  |
| 1. Course includes a discussion for class news and questions. *(Important)*
 |  |  |  |
| Accessibility and Usability | **0** | **0** |  |
| Course has the following accessibility accommodations: |
| 1. Videos are captioned. *(Essential)*
 |  |  |  |
| 1. Images have tags and descriptions. *(Essential)*
 |  |  |  |
| 1. Documents uploaded to the course (PDF, Word, PP) are accessible to students via screen and text readers. *(Essential)*
 |  |  |  |
| General Policies and Support | **0** | **0** |  |
| 1. Etiquette expectations (sometimes called “netiquette”) for online discussions, email, and other forms of communication are clearly stated. *(Important)*
 |  |  |  |
| 1. Course and/or institutional policies with which students are expected to comply are clearly stated, or a link to current policies is provided. *(Important)*
 |  |  |  |
| 1. A description of the technical support offered and how to access it is clearly stated, or a link to it is provided. *(Important)*
 |  |  |  |
| 1. The institution’s accessibility policies and services are clearly stated, or a link to them is provided. *(Essential)*
 |  |  |  |
| 1. An explanation of how the institution’s academic support services and resources can help students succeed in the course and how students can access the services are clearly stated, or a link to them is provided? *(Essential)*
 |  |  |  |