New Course Review Sign off Sheet

After the course is developed, the instructor and the course developer will review all areas of the course together and check all the items listed below. The instructor is <u>ultimately</u> responsible to make sure the course is ready and working as he/she wants by checking all the items below:

- ☐ Checked all the tests and test items

- ☐ Checked gradebook items – all assessment activities included

- ☐ Checked syllabus – refer to Syllabus checklist

- ☐ Checked all items in the course - against syllabus and calendar

- ☐ Checked for the flow of the content – sequence, links

- ☐ Checked for clear instructions/directions (viewing, downloading and uploading)

- ☐ Checked for copyright materials

- ☐ Checked for logical navigation/organization/structure

- ☐ All items checked for accessibility

- ☐ Checked all multimedia files – audio, video, scorm activities, etc

I have checked all the items in my course and am satisfied with the course set up.

_____   _____

Signature of the instructor   **Date of Review**

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Signature of the course developer