



Advanced Required Elements in UNK Online Courses Checklist

The Advanced Required Elements in UNK Online Courses Checklist was developed as a self-evaluation tool that can help faculty develop, redesign or evaluate online courses after completing Required Elements in UNK Online Courses Checklist.*

The standards listed below have been compiled as a “best practice.” You may use the Notes column as a reminder of what you would like to incorporate in your course.

**The Checklist can be used for a course that has been taught previously, or for initial development for the faculty who wish to incorporate additional best practice review standards.*

Course Overview, Policies and Introduction

Course Overview

Review Standards	Done	Notes
Check the calendar of due dates and other events to ensure the proper dates are listed.		

Module

Review Standards	Done	Notes
The selected tool for each activity is appropriate for delivery of the content.		
The instructional materials have sufficient depth in content and are sufficiently comprehensive for the student to learn the subject.		
Resources and materials are easily accessible to and usable by the learners.		

Course Design

Review Standards	Done	Notes
A glossary of terms is available, if applicable.		
Consistent layout design is used throughout.		
Scrolling is minimized by “chunking” materials.		
Navigation cues are present and identifiable (i.e., Start Here).		
Check to ensure there are no broken links.		

Institutional/Programs Support and Resources

Review Standards	Done	Notes
Links to institutional/program information and/or policies and procedures are provided. (Note – provided in template.)		

Links for programs free downloads, Writing Center, Library, and audio/video tutorials are provided. (Note – provided in template.)		
Converted materials to meet ADA compliances.		

Academic Support and Resources

Review Standards	Done	Notes
Opportunities are provided for program, course and online course orientation. (Note – provided in template.)		
Links are provided for academic resources. Library, Academic Advising, Writing Center. (Note – provided in template.)		
A Code of Conduct including netiquette standards regarding discussion boards and email communication and academic integrity expectations is provided. *		

Use of Multimedia

Review Standards	Done	Notes
Audio materials added to the course are clear.		
Audio file length is adequate to meet the goals of the activity without adding unnecessary information.		
Video materials added to the course are clear.		
Video file length is adequate to meet the goals of the activity without adding unnecessary information.		
The selection and use of tools and media supports the learning objectives of the course.		
Selection and use of tools and media enhances learner interactivity.		

Communication, Interaction and Collaboration

Activities and Opportunities

Review Standards	Done	Notes
Learning activities are developed to stimulate communication and/or collaboration between student & student.		
Learning activities are developed to stimulate communication and/or collaboration between student & content		

Discussion Board

Review Standards	Done	Notes
The course offers separate forums for Technical Questions, Content Related Questions, and Community Communication. (Note – provided in template.)		
A rubric defining student participation is provided.		

* <http://www.albion.com/netiquette/> - Information on Netiquette and Online Code of Conduct

Group Work

Review Standards	Done	Notes
Group work outcomes are communicated and are appropriate, reasonable, and achievable.		
Guidelines for forming groups and assigning roles within each are stated.		
A rubric is provided to express group member's participation and expectations.		
Delivery method and completion date of the final group product will be provided.		

Student Evaluation and Assessment

Strategies

Review Standards	Done	Notes
Multiple styles of assessments and evaluations are used throughout the course, (Quizzes, tests, discussion, essay, projects, and surveys.)		
Self-check or practice types of assignments are provided for quick learner feedback.		

Grades

Review Standards	Done	Notes
For each graded assignment a rubric and/or rationale, will be provided.		
The opportunity for earning extra credit, if applicable, is provided.		

Feedback

Review Standards	Done	Notes
A statement explaining what type of feedback students will receive is provided.		
A statement explaining how students will receive feedback is provided.		

Management

Review Standards	Done	Notes
Students will be told how long the assessment will be available. (i.e. Test X will be available from Date to Date and will be completed in 45 minutes)		