# Hybrid Course Design Checklist

**Announcements**
- Welcome statement and regular updates

**Faculty**
- Instructor contact information and office hours

**Syllabus & Textbooks**
- Course name, number, and description
- Learning goals and objectives
- Grading policy and rubrics
- Required policies (course, department, university, support resources)
- Textbook/resource information (ISBN, textbook photo, links)
- How to access textbooks and/or Open Educational Resources (OER)

**Schedule**
- Course schedule
- Due dates for assignments, quizzes, and exams

**Lessons**
- Weekly/regular content folders with learning materials
  - Readings, videos, lectures
  - Assignments, quizzes
  - Discussion boards, wikis, blogs

**Exams**
- Exams posted with clear instructions and due dates
- Proctoring information is provided (if applicable)

**Resources**
- Supplemental materials (e.g., extra articles, links, videos)

**My Grades**
- Grade center where students can view their course performance

**Link to web-conferencing software for live class meetings**
- Adobe Connect or Blackboard Collaborate Ultra