

Online Course Design Checklist

Announcements	
<ul style="list-style-type: none"> • Welcome statement and regular updates 	
Faculty	
<ul style="list-style-type: none"> • Instructor contact information and office hours 	
Syllabus & Textbooks	
<ul style="list-style-type: none"> • Course name, number, and description 	
<ul style="list-style-type: none"> • Learning goals and objectives; grading policy and rubrics 	
<ul style="list-style-type: none"> • Required policies (course, department, university, support resources) 	
<ul style="list-style-type: none"> • Textbook/resource information (ISBN, textbook photo, links) 	
<ul style="list-style-type: none"> • How to access textbooks and/or Open Educational Resources (OER) 	
Schedule	
<ul style="list-style-type: none"> • Course schedule 	
<ul style="list-style-type: none"> • Due dates for assignments, quizzes, and exams 	
Lessons	
<ul style="list-style-type: none"> • Weekly/regular content folders with learning materials <ul style="list-style-type: none"> ○ Readings, videos, lectures ○ Assignments, quizzes, collaboration tools (e.g., wikis, blogs) ○ All course materials posted using Universal Design and accessibility guidelines (e.g., captioned videos, screen-reader friendly documents) 	
Exams	
<ul style="list-style-type: none"> • Exams posted with clear instructions and due dates 	
<ul style="list-style-type: none"> • Proctoring information is provided (if applicable) 	
Resources	
<ul style="list-style-type: none"> • Supplemental materials (e.g., extra articles, links, videos) 	
My Grades	
<ul style="list-style-type: none"> • Grade center where students can view their course performance 	