

## 4250 Online Course Quality Checklist

This checklist highlights the recommended dimensions that contribute to a quality online course.

It is intended to be used to self - audit a course prior to launch and during course delivery. It can also be used as a guide when designing and developing a course. It is *iterative* – your course may not check all the boxes first time around, but as you review and update your course, you can take the opportunity to add extra dimensions of quality.



Course Overview and Introduction	Yes	No	N/A	Notes
<i>This is your opportunity to set guidelines and expectations for the students at the start of your online course.</i>				
A course orientation/overview section is included.				
Structure and sequence of course, including recommended starting point, is explained.				
Course description/intro includes purpose of the course and any prerequisites, required or recommended competencies are clearly stated.				
Students are made aware of relevant course, institutional or organizational policies and ethical expectations.				
Any specific technology requirements needed to be successful in the course are clearly stated and supported with resources.				
A self-introduction by the instructor is included.				
Learners are asked to introduce themselves to the class.				

Learning Outcomes (Objectives, Competencies)	Yes	No	N/A	Notes
Learning outcomes are clearly stated and written from the learner's perspective.				
Learning outcomes are specific, well-defined, and measurable.				

Assessments	Yes	No	N/A	Notes
Course assessments and assignments contain clear instructions.				
All assessments measure one or more of the learning outcomes, i.e. course is <i>aligned</i> .				
Grading criteria and weighting are presented.				
There are multiple opportunities for instructor feedback on student learning throughout the course.				

Instructional Materials	Yes	No	N/A	Notes
Materials and resources are current, relevant, and qualified.				
Materials are free from spelling and grammatical errors.				
All resources are appropriately cited and credited.				
All materials are free to use. Where necessary, copyright clearance has been requested and granted.				
A variety of instructional materials is used.				

Learning Activities and Interaction	Yes	No	N/A	Notes
<i>An important factor in the quality of an online course is the way in which students are encouraged to interact with each other, with the instructor, and with the learning materials.</i>				
Learning activities support achievement of the learning outcomes.				
Course activities contain clear instruction.				
Learning activities promote opportunities for interaction that support active engagement.				
How interaction occurs with the instructor is clearly stated.				
Course design fosters student-to-student, student-to-instructor and student-to- content interactions.				

Course Technology	Yes	No	N/A	Notes
The tools used in the course support the learning objectives or competencies.				
Course tools promote learner engagement and active learning.				
A variety of technology is used.				
The course provides learners with information on protecting their data and privacy				

Accessibility and Usability	Yes	No	N/A	Notes
All learning materials are accessible.				
If accessibility of a resource is not practicable, an alternative is available				
Students can readily access the tools and technologies necessary to participate fully in the course				
* Please note that many key aspects of Accessibility, UDL, and Representation are not covered on this checklist.				

## References:

Sharif, A. *Online/Blended Learning Quality Checklist*. Retrieved March 5, 2021, from [https://wiki.ubc.ca/images/2/25/OnlineQualityCheckList\\_SiteFinal\\_Sep2016.pdf](https://wiki.ubc.ca/images/2/25/OnlineQualityCheckList_SiteFinal_Sep2016.pdf).

*BMCCE-LearningCourseChecklist.pdf*. Retrieved March 5, 2021, from <https://www.bmcc.cuny.edu/wp-content/uploads/2019/10/BMCCE-LearningCourseChecklist.pdf>.

*Course Quality Review*. OER Collection. Retrieved March 5, 2021, from <https://collection.bccampus.ca/about/>.

*CTLR eLearning Learning Took Kit*. CTLR eLearning. Retrieved March 5, 2021, from <https://moodle.vcc.ca/course/view.php?id=6985&ion=3>.

*Penn State Quality Assurance Standards*. Retrieved March 5, 2021, from <https://facdev.e-education.psu.edu/evaluation/qualitystandards>.

*Quality Matters*. Retrieved March 5, 2021, from <https://www.qualitymatters.org/index.php/qa-resources/rubric-standards>.