

Course Review Criteria

Three things to check:

- **Validate Links in Content**: identifies some of the broken links in a course
- **Check Student View**: confirms students can see everything the way it is intended
- **Run Accessibility Checker**: identifies some of the major accessibility issues

Criteria	Element	Benefit
Organization	Do page and module titles follow consistent naming conventions?	Helps students navigate the course easily
	Is the content on each page organized logically and “chunked” into sections?	Helps students dissect complex topics and retain more information
	If course grades are weighted, are individual assignments placed in assignment groups?	Helps instructor calculate grades correctly and students track their progress accurately
	Are course files organized in a clear and consistent way?	Helps instructor find files easily and update them as needed (avoiding duplicates, outdated versions, etc.)
	Are multiple videos shown in a video player (rather than separately)?	Ensures students can view videos using any device, including mobile phones and tablets; helps student navigate content easily
Content	Do pages, assignments, and quizzes have correct spelling, grammar, and punctuation?	Helps students comprehend course content and ensures readability
	Do pages, assignments, and quizzes contain sufficient and detailed instructions?	Ensures instructor expectations are stated clearly; reduces need to contact instructor for clarification
	Are videos embedded correctly and do all videos play?	Helps students easily view videos on any device (including mobile)
Settings	Do all assignments have due dates? If the course is a re-run, have due dates been updated for the current semester?	Ensures course schedule is presented accurately in Canvas; encourages students to submit assignments on time
	Are assignment settings (e.g., time limits, due dates, etc.) consistent throughout the course?	Ensures instructor expectations are stated clearly; helps students know what to expect from week to week

	Have specific due dates been removed from body text on pages, assignments, and quizzes?	Eliminates need for instructor to update due dates in multiple locations
Accessibility	Is the text formatted to be accessible? (i.e., headers are used, header levels are not skipped, numbered and bulleted list formatting are used)	Helps students to organize and perceive content correctly; ensures students with visual impairments can access organized content
	Have images been formatted to be accessible? i.e. Assigned descriptive alt text if they serve an instructional purpose or marked decorative if not	Helps students with visual impairments to access relevant content; reduces irrelevant content recognized by screen readers
	Do complex images have captions and are there no images of extensive text?	Helps students understand the importance of content; ensures students with visual impairments can access content easily
	Are all links working and hyperlinked to descriptive, meaningful text?	Ensures content can be accessed; helps students know what links lead to; ensures ability to tab through links on a page such as when using a screen reader
	Do attachments preview, download and open correctly?	Ensures content can be accessed
	Are attachments (documents, spreadsheets, PDFs, etc.) accessible?	Ensures attachments can be accessed and used by all students, including students with disabilities
	Are time limits and assignment windows accessible?	Helps students to have an appropriate amount of time to complete assignments; reduces need for accommodations
	Are tables formatted to be accessible? (e.g., headers and cell order)	Organizes content & ensures students with disabilities can access
	Do all videos have captions?	Ensures access to content for all students, including individuals with auditory impairments and those in very loud or quiet environments