

ONLINE QUALITY ASSURANCE COURSE CHECKLIST

2nd Edition

Faculty

Course Name and Number:

Evaluator:

Date:

Hybrid Course ☐

Section 1: Getting Started Information

Essential

1. Students are directed to where to begin on the home page.	☐ Yes ☐ No
2. The instructor introduces themselves and provides a welcome.	☐ Yes ☐ No
3. A syllabus is provided with all information required in the DACC Syllabus Checklist.	☐ Yes ☐ No
4. A list of materials is provided.	☐ Yes ☐ No
5. The course grading policy is provided.	☐ Yes ☐ No
6. The instructor's contact information and office hours are provided.	☐ Yes ☐ No
7. Technology requirements are provided.	☐ Yes ☐ No
Recommendations:	

Exemplary

8. Grade and feedback turn-around response time stated.	☐ Yes ☐ No
9. Communication response time is stated at 24 hours on weekdays.	☐ Yes ☐ No
10. Late and Make-Up work policies are outlined.	☐ Yes ☐ No
11. Attendance and participation course policies are outlined.	☐ Yes ☐ No
12. A course navigation video is provided.	☐ Yes ☐ No
Recommendations:	

Section 2: Organization and Navigation

Essential

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| 1. Course content is organized in modules logically by topic, unit, or week. | ☐ Yes ☐ No |
| 2. Each module states the learning objectives that will be addressed. | ☐ Yes ☐ No |

Recommendations:

Exemplary

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| 3. A Module Overview page is provided that includes Course and Module Learning Objectives covered in the module. | ☐ Yes ☐ No |
| 4. A Course Map is posted. | ☐ Yes ☐ No |

Recommendations:

Section 3: Assessment and Feedback

Essential

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| 1. Each module contains at least one formative assessment (e.g.: quiz, discussion, activity) | ☐ Yes ☐ No |
| 2. Multiple assessment strategies are used to measure student achievement throughout the course (e.g.: research papers, presentations, tests, group work) | ☐ Yes ☐ No |
| 3. Instructions are provided for each assignment. | ☐ Yes ☐ No |
| 4. Due dates are listed for each assignment. | ☐ Yes ☐ No |
| 5. Grading criteria are provided for each assignment. | ☐ Yes ☐ No |

Recommendations:

Exemplary

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| 6. Rubrics are provided for assignments. | ☐ Yes ☐ No |
| 7. Discussion Board assignments contain posting requirements such as word count, spelling and grammar, citation requirements, and postings on separate dates. | ☐ Yes ☐ No |
| 8. A variety of instructional tools are used. (Canvas tools, publisher site, ed tech tools) | ☐ Yes ☐ No |

Recommendations:

Section 4: Communication and Interaction

Essential

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| 1. Each module has at least one opportunity for student-instructor interaction. | ☐ Yes ☐ No |
| 2. Multiple opportunities for student-student interaction are provided in the course. | ☐ Yes ☐ No |
| 3. Community Guidelines (formerly Netiquette) have been provided. | ☐ Yes ☐ No |

Recommendations:

Exemplary

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| 4. A variety of instructional materials are used. | ☐ Yes ☐ No |
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Recommendations:

Section 5: Usability and Accessibility

Essential

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| 1. Videos contain transcripts or are closed captioned. | ☐ Yes ☐ No |
| 2. Images used for educational purposes (not decorative) have tags or descriptions. | ☐ Yes ☐ No |
| 3. Course structure is standardized in each module that is clear, consistent, and easy to navigate. | ☐ Yes ☐ No |

Recommendations:

Exemplary

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| 4. Consistent page layout design is demonstrated on all course pages and assignments. | ☐ Yes ☐ No |
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Recommendations: