

Richland Online Course Design Checklist

Course Name/Section _____

Peer Observer _____

Instructor Name _____

Online Online Partial Online/Classroom

Date _____

Overview: I. Course Introduction/Orientation II. Syllabus III. Design/Organization IV. Interaction V. Technical VI. ADA Standards VII. Links

Criteria	Yes	Needs Attention <small>*please provide comments and site location</small>	Missing	N/A	Comments
I. Course Introduction/Orientation					
Posted welcome announcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Explanation of course procedures/policies and course rhythm. (Ex: The How...you grade late assignments, self-paced, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted instructor information including a brief biographical statement. A DCCCD email address needs to be point of contact for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Full-time: Posted virtual or on campus office hours. Adjunct: when you are most likely to be online.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted email response time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Posted grading turn around time. If computer graded – is this indicated to students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted course expectations (Ex: The What...Netiquette, participation in discussion board, email netiquette, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II. Syllabus					
Syllabus meets Richland Online/DCCCD Checklist See attached copy of RLC online syllabus requirements and DCCCD requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
III. Design/Organization/ Content					
Course creates a clear navigation for students to follow. If course was created by a publisher, the publisher has created a clear navigation for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instructions provide help to students to figure out where to begin and how to move through the course (Course Orientation or Start Here).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Written directions are clear and grammatically correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
All links (internal and external) are current and explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Course displays the RLC course banner or a banner that displays the TAPE and Malcolm Baldrige award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grade book is current and reflects assignments. Where is gradebook found (eCampus or Publisher's server)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instructor clearly communicates when assignments are due. (Ex: Course assignment due date calendar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Interaction					
A means for student introductions (Ex: Student homepage, discussion board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Course creates learning activities that will prompt instructor-student email exchanges, course material-student interaction, and student to student interaction</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Discussion Boards • Wimba Live • Chat Rooms • Groups <p>Indicate if this is not apparent in the course. The requirements for course interaction are clearly stated in Jan. 07 SACS guidelines.</p> <p>“Programs and courses provide for timely and appropriate interaction between students and faculty and among students.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Technical					
Course gives clear directions for technical support (Phone number and email address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instructions are given for the use of all course specific technology (Ex: Plato, My Math Lab, SAMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADA Standards					
Review of outline feature in PowerPoints and Video/Audio scripts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual Image requires ‘alt tag’	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If you use color for meaning provide * next to color image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Links					
Instructor provides links to the following student services <ul style="list-style-type: none"> • Distance Learning • Counseling • Academic Advising • Tech Tips • Disability Services/ADA Statement • Tutoring Center • eConnect • Browseable Schedule • Library 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Peer Observer Comments:

Peer Observer Follow-Up Comments/Checklist

Observation Date _____

Follow-Up Observation Date _____