Online Course Design Checklist

1. Promoting Online Engagement

1.1. Communication Plan

Essential

- ☐ Multiple contact options are provided.
- ☐ Instructor response times are clearly communicated.

Exemplary

- ☐ Student questions receive follow-up after initial response (if appropriate).
- ☐ Use of office hours is encouraged by scheduling engagement activities.*
- ☐ Bulletin Board is used to recap and follow up on course topics.*

1.2. Instructor Personalization

Essential

- ☐ Instructor profile in Populi includes photo.
- ☐ Course office includes introduction to instructor.

Exemplary

- ☐ Course office includes video introduction to instructor.

1.3. Social Learning and Connection

Essential

- ☐ An activity is included to promote connection, such as a "meet & greet" or an icebreaker.

Exemplary

- ☐ Instructor supports backchannel communication.

2. Course Organization

2.1. Lessons

Essential

- ☐ Content is organized into lessons.
- ☐ Lessons begin with an overview.
- ☐ Introductory lessons are included at the beginning of the course.

Exemplary

- ☐ Lessons are split into sections as appropriate.

2.2. Course Syllabus

Essential

- ☐ The syllabus follows HCU requirements.
- ☐ The syllabus is up-to-date.
- ☐ The syllabus is accessible in Populi.

Exemplary

- ☐ The syllabus contains additional guidance for online students.

- ☐ A syllabus quiz (or other introductory activity) is provided.

2.3. Assignment Setup

Essential

- ☐ Assignments are organized in groups (if appropriate).
- ☐ Assignments are labelled by lesson and assignment name.
- ☐ All assignments are created and scheduled before course begins.
- ☐ Assignments are embedded in lessons as appropriate.

3. High-Quality Content and Activities

3.1. Instructional Approach

Essential

- ☐ Course includes a variety of activities.
- ☐ Low-risk practice opportunities are provided.

Exemplary

- ☐ Student feedback is used to improve course activities.*

3.2. Zoom

Essential

- ☐ Zoom access and support links are provided.
- ☐ Zoom recordings are optimized for online students.

3.3. Instructions and Criteria

Essential

- ☐ Clear instructions are provided for each assignment.

Exemplary

- ☐ Rubrics are provided for each major assignment.
- ☐ Examples of student work are provided for major assignments.

3.4. Discussions

Essential

- ☐ A variety of discussion opportunities are provided.
- ☐ Discussion grades reflect the value of participation.
- ☐ Instructor involvement/feedback supports discussion activities.*

3.5. Assessment

Essential

- ☐ Tests are created within Populi.

Exemplary

- ☐ General class feedback is provided after the test.*
- ☐ Individualized feedback is provided after the test.*
- ☐ Finalized grades and feedback are provided promptly.*

* Items that promote or qualify as regular and substantive interaction.