DMACC Online Course Checklist: Quick Review

To Be Filled Out By The Instructor

Instructor Name: _____ **Semester:** _____ **Duration (Weeks):** _____

Course (ABC101): _____ **CRN:** _____ **Credit Hours:** _____

Distance Learning Use Only

S=Satisfactory, NI=Needs Improvement

Criteria *If any of these aspects are not met, further review will cease.*	S	NI	Notes
1. The syllabus is submitted* *(for new development applications, update the Syllabus Information page instead)* a. The Attendance/Participation statement is relevant to fully online courses	☐	☐	

2. DMACC's Gradebook Expectations are met*
  a. All graded activities are published and have a due date set for the current semester
  b. Grading scheme in Settings matches the grading scale in the syllabus
  c. Assignments/Grades areas contain no duplicates/extras and are appropriately organized
  d. Weighted grades only: the assignment groups and weights match the syllabus
	☐	☐	

3. Course meets ADA WCAG Level AA requirements (Web Content Accessibility Guidelines)*
  a. Ally Course Accessibility Score: _____
  b. Documents are accessible (Ally meters are green in the High to Perfect range)
	☐	☐	

4. Course development is complete* *(for new development applications, complete the first three weeks)*
  a. Duration matches the syllabus dates
  b. There is learning material and graded activities for each week
  c. There is a graded activity due the first week for N/A
	☐	☐	

5. Course menu for students is unchanged from the course template (i.e., Home, Announcements, Course Syllabus, Modules, Grades, Kaltura Media Gallery)	☐	☐	

6. The provided Home Page template is updated
  a. Includes instructor contact information and brief biography/introduction
  b. Text placeholders are filled in or removed if not applicable
  c. Links work
	☐	☐	

7. Materials are organized in modules with a logical, easily navigated progression
  a. Modules are chronological and follow a consistent, weekly format, whether named modules/units/chapters
  b. Each module contains a Page with an overview and detailed list of graded and ungraded activities
	☐	☐	

8. A variety of learning materials are provided, allowing students to learn through sources other than just reading a textbook (e.g., links, lectures, articles, audio, video, PowerPoint, office hours, social media) a. Instructor-made learning materials are provided (e.g., written lectures, videos, anecdotes from experience, etc.)	☐	☐	
9. There is regular Student-to-Student Interaction (e.g., discussions, peer review, group projects) a. Peer replies in discussions are required	☐	☐	

Additional Comments:

Instructional Designer Name: _____ Review Date: _____ Review Number: _____

DMACC *Online*