Online/Hybrid Course Review Checklist for CSN

Y/N	*Item*	*Comment*
	1. Course Appearance, Overview, and Introduction	
	a. Appearance is clean, limits unnecessary distractions and content easily accessible	
	b. Instructions how to get started, purpose and structure clearly stated, syllabus easily available.	
	c. Students are directed to the course modules/units/other	
	d. Course and school policies available	
	e. Technology requirements stated	
	f. Instructor introduction available: video or picture and text.	
	g. Students are asked to introduce themselves	
	2. Course Organization and Learning Outcomes	
	a. Syllabus template is followed	

	b. Course content is organized into modules/units	
	c. Course learning outcomes are measurable and located in Syllabus and at front of course	
	d. Module/Unit outcomes listed at beginning of module and contribute to course outcomes	
	e. Outcomes are appropriate for course level	
3. Assessments and Grading		
	a. Assessments measure the outcomes	
	b. Assessments/assignments are varied and assist learner in achieving outcomes, i.e., discussions, assignments, wikis, group assignments and assessments	
	c. Grading policy stated clearly (in syllabus) and clear descriptions on assessment and assignment expectations	
	d. Gradebook set up correctly for points or percentage/weights and aligns with	

	syllabus	
4.	**Instructional Materials**	
	a. Purpose of materials explained, current, and appropriately cited	
	b. Variety of instructional materials used: readings, lectures, PP, video and websites	
5.	**Course Activities and Learner Engagement**	
	a. Activities lend to learner achieving outcomes	
	b. Activities provide for interaction that support active learning (learner-instructor, learner-content, learner-learner)	
	c. Instructor response time for feedback is stated	
	d. Learner requirements for activities clearly stated	
	e. There is an interactive element in all of the weeks (or most all)	

6.	**Course Technology, Usability and Accessibility**	
	a. Technology supports learner engagement and activity	
	b. Technologies are readily attainable, current, and a link to privacy policies, where appropriate	
7.	**Learner Support Accessibility**	
	a. Course links to college technical support	
	b. Course states accessible policies for student support, or provided link (tutorials, disability support) and is clear how to get support	
8.	**Course Accessibility and Usability**	
	a. Course navigation is clear and easy to use	
	b. Course provides alternative means of access to course formats, (i.e., text describing images, script for videos or	

	close captioning is done correctly)	
	c. Course design maximize usability by facilitating readability and minimizing distractions (easy to read and interpret)	

9. General Comments and Impressions: