ONLINE QUALITY ASSURANCE COURSE CHECKLIST FORM
2nd Edition

Faculty   **Course Name and Number:**

Evaluator: **Date:**

Hybrid Course ☐

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:		

Organization and Navigation		
Essential		
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		
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:		

Assessment and Feedback		
Essential		
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 is provided for each assignment.	☐Yes	☐ No
Recommendations:		
Exemplary		
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:		

Usability and Accessibility		
Essential		
1. Each module has at least one opportunity for student-instructor interaction.	☐Yes	☐ No
2. Multiple opportunities for student-student interaction is provided in the course.	☐Yes	☐ No
3. Community Guidelines (formerly Netiquette) have been provided.	☐Yes	☐ No
Recommendations:		
Exemplary		
4. A variety of instructional materials are used.	☐Yes	☐ No
Recommendations:		

Organization and Navigation		
Essential		
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		
4. Consistent page layout design is demonstrated on all course pages and assignments	☐ **Yes**	☐ **No**
Recommendations:		