Distance Education Course Design Pre-Semester Checklist for Online and Hybrid Course Instructors

Technical Design Needs		
Copy/ Edit/ Add Material - Course Content		
	Resource Link	
Have you copied your previously created course content (Canvas to Canvas)? Be sure to update dates during your course import.	Copy Course	
Have you evaluated, tested, and corrected materials carefully including links to outside content, materials you wrote, and specifically designed instructions. Do they make sense?	Validate Links	
Have you checked and adjusted dates within course such as assignments, discussions, announcements, news items, quizzes, syllabus information, office hours, grade items, and other modules/ content items?	Assignment Due Dates	
Have you customized your navigation bar (Showing Canvas features that you use such as Modules, Announcements, Syllabus, additional publisher apps, and free school tools such as Net Tutor or My Math Lab. Hiding Canvas features from students such as Pages, Files, etc.) ?	Customize Navigation Bar	
Did you make sure students have easy access to course materials and purchases needed for the course?		
Are your course materials accessible (using headings within pages, closed captioned videos, pictures/images with alt tags, PDFs and Word Documents accessible)?	Word Accessibility 3 C Media	
Is there a sequence or hierarchy to the organization of the course content/modules?		
Have you tested your course using student view (checking navigation, course materials access, hidden modules, prerequisites, etc.)?	Student View	
Communication & Community Building		
Did you publish your course from the home page so that you can send communication (announcements, emails) to your students?	Publish Course	
Have you reminded students to take online student orientations or attend a workshop for extra credit (see attached for dates and times)?	DE student Orientations	
Have you established a clear and consistent communication method?	See page 10 of the DE Handbook	
Have you sent a welcome email one week prior to the course start?		
Have you posted a communication page which explains to students how to contact you when to expect feedback, responses to emails, discussion etc.?		
Have you communicated your waitlist policy, drop, and add dates with your students? For example in your welcome letter or introductory module.		
Do your students have a discussion board for open ended questions? And/or Are you using the discussion to accumulate frequently asked questions so that others in the class can learn from that?		
Do you need new groups for your courses? (optional organization)	Group Creation	
Gradebook/Grades		
Are your gradebook settings accurate and correct? Is your grading system being represented in the gradebook settings (Assignment Groups)?	Assignment Groups	
Are your weighted assignment settings accurate?	Weighted Assignment Grades	
Are extra credit items set to zero?	How to add extra credit	

Accreditation and Academic Goals Standards

Learning Outcomes

Does the course content address the stated intended learning outcomes?	
Do all activities and assignments align with goals of the course?	
Does assessment criteria align with stated learning outcomes?	

Community- Communication - Effective Contact

See Page 10 of the DE Handbook for more information	
Have you built your online community creation activities for day one with points attached (such as introductory discussion with rubric)?	
Are you creating quick feedback at the beginning to set your pace and demonstrate your expectations (such as replying to discussion posts, providing comments on graded activities, etc.)?	
Are you engaging your students early?	
Do the learning modules include exercises/activities that are interactive for the entire class or for groups?	
Do the learning modules include resources to engage students in further study?	
Are you exploring the Canvas tools to enhance humanization in your communications such as audio, video, and image submissions?	

Navigation/Learner Support

Have you explained how your course works clearly?	
Is the course content organized into short learning modules (chunked) or other type of unit setup?	
Is there a template or consistent page setup within the learning modules or units?	
Does the entry page for each learning module or unit contain an: Introduction, Overview, Objectives, and Grading criteria?	
Do the learning modules include assigned readings that include chapters or page numbers, files or websites?	
Do the learning modules include writing assignments with instructions about how to submit the assignment?	
Are your course materials accessible to ALL students (Alt Tags, Closed Captioning, Headers, etc.)	
Do you have a student resources page?	
Are course announcements easily accessible and consistently placed?	

Syllabus

Does the course include a current syllabus with updated and accurate information?	
Does the syllabus include current information about the instructor?	
Does the syllabus include a detailed course description?	
Does the syllabus include detailed course objectives and expected student learning outcomes?	
Does the syllabus include course policies and procedures?	
Does the syllabus include a detailed grading policy?	
Have you inserted a link to the Syllabus on the Syllabus page in Canvas?	