

eCampus Online Course Quality Checklist

The Office of Distance Education and Learning Technologies has developed the following checklist to assist faculty in identifying key elements that contribute to promoting excellence in the design and delivery of online courses:

Course Design

- Provide students with a syllabus with clearly stated learning outcomes.
- Provide clear instructions regarding what students need to do to begin the course.
- Provide students with information about yourself which might include biographical information and a picture.
- Use clear and consistent navigation. If you are not using the tools provided in the LHU template, be sure to remove them so as not to confuse your students.
- Include a space on your Course Homepage for the timely posting of announcements.
- Provide a course calendar or other tool to inform students where deadlines are clearly identified.
- Make an effort to ensure that your course is ADA compliant (e.g., use ALT tags, provide equivalent alternatives to auditory and visual content, etc.). If you need further information about how to make your course ADA compliant, contact the Office of Distance Education.
- Provide Copyright Disclaimer on your Course Homepage: "Materials used in association with this course may be subject to copyright protection."

Course Content

- Develop content for your class and use the eCourse content module to deliver lessons to students in small segments. Lessons in modules can be used to emulate lectures in face-to-face sessions.
- Use a variety of media (e.g., web sites, PDF, audio, video, etc.) to deliver your content to maintain students engaged and address the needs of students with various learning styles.
- Make appropriate links and resources available as part of course content and verify links on a regular basis to ensure they are current and available.
- Act in accordance with copyright law in the posting of course materials.

Suitable Interaction

- Provide a welcome/introductory message to your students in the Discussion Forum.
- Invite students to introduce themselves by asking them to post a bio in the Discussion Forum.
- Develop activities for your course that promote faculty-student and student-student interaction. These might include the use of the following eCourse tools: Discussions, Assignments, e-mail, Chat, Student Presentations.
- Set clear expectations for professor response time and availability (e.g., expected time for receiving response to student e-mail inquiries, feedback on assignments, etc.).
- Provide guidelines for appropriate behavior online including use of communication tools (e-mail, discussions, etc.) and netiquette.
- Provide students with links to appropriate LHU policies (e.g., Academic Integrity policy,

Copyright Policy, Responsible Use of Computing Resources, etc.).

- Notify students when guests will be visiting your online classroom. Contact the Office of Distance Education for procedures regarding guest access.

Suitable Evaluation

- Create assignments/activities that encourage learners to maintain regular access to your course.
- Provide assignments that are aligned with stated course objectives and which encourage critical thinking skills and measurable learning outcomes.
- Provide assessment and evaluation strategies that are designed to provide feedback to the student.
- Provide learners with sufficient opportunities for self-assessment.
- Clearly state minimal levels of student participation and how participation will be assessed.
- Utilize eCourse exams and quizzes when appropriate.
- Provide rubrics for grading of assignments and activities.
- Design assignments and projects that require students to make appropriate and effective use of external resources including print, library, and the Web.
- Solicit feedback from students by means of surveys or other communication methods for the continuous improvement of the course.

Suitable Technology

- Provide students with information as to how they may contact you. This should include various methods of contact (e.g., ECourse e-mail, LHU e - mail, in-person and “virtual” office hours, and telephone number) and expected time frame for receiving responses.
- Advise students how they may obtain technical assistance and support for online courses. Note: Students may send an e-mail message to dlsupport@lhup.edu and receive a response within twenty-four hours.
- Provide students with a link to the Stevenson Library website along with information as to how they may access the Library’s electronic databases and Information Literacy tutorial. Note: The Information Literacy Tutorial is part of students’ myECourse page.
- If free software or plug-ins are required for viewing your course content
- (e.g., Quicktime, Flash, Adobe Acrobat Reader, Real Player, etc.), provide students with links for downloading the required applications.

If students are required to purchase software for your course, information will be made available to them prior to registration. Note: When information is provided to the Office of Distance Education, it will be provided in eCampus Website.