

# Course Review Prep Form

This checklist (based on Online Education Initiative’s [Course Design Rubric](#)) is designed to help you prepare your course for review. Each rubric element below provides a direct link to an explanation/example in our [Course Design Resources](#).

Please carefully and thoroughly consider how each rubric element is implemented in your course.

We request that items highlighted in yellow be given particular attention prior to submitting your course.

## A: CONTENT PRESENTATION

<b>A1:</b> I’ve included <a href="#">unit objectives</a> in the individual learning units/modules.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
<b>A2:</b> My objectives include <a href="#">demonstrable learning outcomes</a> and are written in language that is student-centered.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A1-A2 are demonstrated in your course (e.g., “Week 1 objectives are: 1) define assets, liabilities and owner’s equity, 2) describe causes of change in owner’s equity, 3) prepare a simple balance sheet”):		
Location of example described above (e.g.: “objectives are included on each module overview page” OR page URL):		
<b>A3:</b> I’ve ensured unit <a href="#">content and activities are aligned with unit objectives</a> and the connection between content/activities and unit objectives is made clear to the students.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A3 is demonstrated in your course:		
Location of example described above:		
<b>A4:</b> I’ve set up <a href="#">navigation and content flow</a> that are easily determined by the user, including a clear starting point.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A4 is demonstrated in your course:		
Location of example described above:		
<b>A5:</b> I’ve presented content in visibly <a href="#">distinct learning units</a> or modules.  I’ve consistently structured and sequenced my learning units or modules, allowing students to better anticipate and manage their workload.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A5 is demonstrated in your course:		
Location of example described above:		

<p><b>A6:</b> I've <a href="#">chunked page content</a> in manageable segments using <b>descriptive headings</b> and subheadings that facilitate online reading and enhance student understanding of the material.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A6 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		
<p><b>A7:</b> I've used <a href="#">Canvas tools</a> to reduce the labor-intensity of learning and <b>streamline access</b> to materials and activities for students.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A7 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		
<p><b>A8:</b> I've used a <a href="#">variety of media</a> (e.g., text, <b>audio, video, and/or graphics</b>) throughout the course.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A8 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		
<p><b>A9:</b> I've included <a href="#">instructions for learners</a> to work with content in meaningful ways (e.g. guiding students to take notes during a video, <b>explaining the purpose</b> of an external resource, etc.), and those instructions are directly <b>embedded</b> with the content or activity. I have not included content as direct links within a module.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A9 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		
<p><b>A10:</b> I've provided <a href="#">individualized learning opportunities</a>, such as <b>remedial</b> activities or resources for <b>advanced</b> learning.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A10 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		
<p><b>A11:</b> Learners have the opportunity to give <a href="#">anonymous feedback</a> to me regarding course design and/or course content at or after course completion.</p>	<p>Yes <input type="checkbox"/></p>	<p>Unsure <input type="checkbox"/></p>
<p>Describe at least one specific example of how A11 is demonstrated in your course:</p>		
<p>Location of example described above:</p>		

<b>A12:</b> <a href="#">Institutional and instructor policies</a> relevant for learner success (e.g., academic honesty, add/drop, late work, grading, etc.) are included and easy to find.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A12 is demonstrated in your course:		
Location of example described above:		
<b>A13:</b> I've included clearly labeled links to <a href="#">institutional services</a> , such as disability resources, online tutoring, online counseling and online readiness.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A13 is demonstrated in your course:		
Location of example described above:		
<b>A14:</b> I've provided an explanation of <a href="#">technology support</a> and ensured relevant contact information	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how A14 is demonstrated in your course:		
Location of example described above:		

## B: INTERACTION

<b>B1:</b> I <a href="#">initiate contact</a> prior to or at the beginning of the course and provide <b>multiple resources</b> to help	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B1 is demonstrated in your course:		
Location of example described above:		
<b>B2:</b> I've included <a href="#">regular instructor-initiated contact</a> using Canvas communication tools in my course	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B2 is demonstrated in your course:		
Location of example described above:		
<b>B3:</b> I encourage students to <a href="#">initiate contact with me</a> through easily accessed contact information that includes expected <b>response times</b> .	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B3 is demonstrated in your course:		
Location of example described above:		

<b>B4:</b> I've provided and encourage opportunities for <a href="#">student-initiated interaction</a> (non-graded and unstructured) <b>with other students</b> that contribute to a <b>student-centered</b> learning environment.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B4 is demonstrated in your course:		
Location of example described above:		
<b>B5:</b> I've included opportunities for <a href="#">regular effective contact among students</a> (e.g., discussions, group	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B5 is demonstrated in your course:		
Location of example described above:		
<b>B6:</b> I've provided guidelines explaining <b>required levels of</b> <a href="#">student participation</a> (i.e., quantity and quality of interactions) along with a <b>rubric</b> or equivalent grading document explaining how participation will be evaluated.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how B6 is demonstrated in your course:		
Location of example described above:		

## C. ASSESSMENT

<b>C1:</b> I've developed assessment activities that lead to the <a href="#">demonstration of learning outcomes</a> . Where possible, I've designed assessments to mimic <b>authentic</b> situations to facilitate learning transfer.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how C1 is demonstrated in your course:		
Location of example described above:		
<b>C2:</b> I've ensured that assessments <a href="#">align with the unit objectives</a> .	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how C2 is demonstrated in your course:		
Location of example described above:		
<b>C3:</b> I've included both <a href="#">formative and summative</a> assessments.	Yes <input type="checkbox"/>	Unsure <input type="checkbox"/>
Describe at least one specific example of how C3 is demonstrated in your course:		
Location of example described above:		

<b>C4:</b> I've included <a href="#">multiple assessments</a> throughout the course and provide students with <b>timely feedback</b> .	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/>
Describe at least one specific example of how C4 is demonstrated in your course:		
Location of example described above:		
<b>C5:</b> I've included <a href="#">rubrics or descriptive criteria</a> for desired outcomes in all or most of the assessments.	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/>
Describe at least one specific example of how C5 is demonstrated in your course:		
Location of example described above:		
<b>C6:</b> I've provided <a href="#">instructions</a> that clearly explain to students how to successfully complete each assessment.	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/>
Describe at least one specific example of how C6 is demonstrated in your course:		
Location of example described above:		
<b>C7:</b> I've included a <a href="#">clear description of how meaningful, timely feedback</a> on assessments will be provided. I've provided students with <b>instructions on accessing feedback</b> in Canvas.	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/>
Describe at least one specific example of how C7 is demonstrated in your course:		
Location of example described above:		
<b>C8:</b> I've included opportunities for <a href="#">student self-assessment</a> , with feedback.	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/>
Describe at least one specific example of how C8 is demonstrated in your course:		
Location of example described above:		

Adapted from original by Liz du Plessis, Distance Education, Santa Rosa Junior College. Updated 12/11/2020.