Online Learning Checklist

This “checklist” was developed to assist faculty in evaluating their online course to ensure that the course adheres to what is required by law, meets accreditation standards for online instruction, and follows best practices to achieve student success.

Student Authentication

My course is offered through a password-protected site with a unique login and password for each student. (If using ANGEL, check YES.)

- Yes
- No

Organization and Presentation

- My course content is organized in clear self-contained segments (modules, lessons) so that students can easily find their materials. For ex., course content is organized in folders by individual subject matter, chapter, or by different types of content (i.e., assignments, readings, discussion forums, tests, and handouts).

- Reasonable accommodations are made so that all materials are accessible and compliant with Electronic and Information Technology Section 508.

- Alternative text descriptions (alt tags) have been provided for images.

- Word docs, PDFs and PowerPoint presentation slides have been checked for accessibility using the checker with the software.

- Publisher-provided material is ADA compliant. (Check with your publisher’s representative on this.)

- Videos are captioned.

For additional assistance: Please visit the websites listed below. If you have questions regarding accessibility, please call Anne Crosby in DESP at x2063.

- http://www.westvalley.edu/elearning/faculty/accessibility.html
- http://westvalley.edu/services/academic-success/desp/docs/DESP_508_simplified_checklist_basic.pdf
The following classroom tools are recommended in an online course to meet the “Regular and Effective Contact” requirement. In my course, I currently use:

- Gradebook/gradebook comments
- E-mail
- Calendar
- Blogs
- Chats
- Announcements
- Wikis
- Discussion forums

For additional assistance in using these tools in Angel, please call Max Gault in Distance Learning (x2627).

FAQs and/or information about where students can find academic and technical support are clearly visible and accessible.

My course has a discussion forum for student-to-student interaction.

I have checked to make sure that Web links are up-to-date.

Software and/or programs used in my course are easy to navigate by students, and “how to” instructions have been provided to students.

Course Content

My syllabus clearly describes the requirements for the course and resources available for students to succeed in an online course, including:

- Required (and recommended, if applicable) course materials, including hardware/software requirements
- Angel login information
  “How to Log into Angel” at http://www.westvally.edu/dl/angel_login.html
- Information (phone numbers or links) on student services and helpful resources that are available online.
- Information on how to succeed in online courses
  For example, “Is an Online Class Right for Me?” http://www.westvalley.edu/elearning/students/readiness/index.html
- Information on online student’s rights and responsibilities
  - http://www.westvalley.edu/catalog
  Examples of other kinds of online student responsibilities:
    - Weekly contact/email requirement (or more if you require).
    - ANGEL logon requirement (i.e., daily, weekly, bi-weekly)
    - Mandatory discussion boards
    - Absences
My course content is delivered to address different learning styles and reinforced through various tools including:

- Simulations
- Discussions forums
- Videos
- Puzzles / games
- Readings
- Worksheets or pretests

If a research element is part of this course, links to potential library materials and resources are current and provided. Students are prompted with how to initiate research via links to potential library materials and resources.

**INTERACTION**

My interaction with students takes place via the following:

- E-mail
- Voice chat
- Virtual office hours
- Journals
- Blogs
- Phone
- Physical office hours
- Discussion forums
- Group projects

In my course, students are able to interact with one another via the following:

- E-mail
- Discussion forums
- Group projects

Students interact with course materials via the following:

- Discussion forums
- Course readings
- Weekly announcements
- Calendars
- Quizzes / exams
- Assignments

Assignments, quizzes or exams are graded within:

- 1-2 business days after submission
- 3-5 business days after submission (recommended)
- 6+ business days after submission

I respond to students’ questions and queries within:

- 1-2 business days (recommended)
- 3-5 business days
- 6+ business days