

Online Course Design Checklist

Course Information

Start Here Module

- ✓ Post the course outline and include any specific online information (i.e. software requirements, synchronous sessions).
- ✓ Post an instructor welcome video/message introduction.
- ✓ Create a Support and Resources section that includes any required software or technology and who to contact for help. ***If you are using a third party integration, such as Cengage, provide step by step instructions on where students should go to access their needed information (i.e. first Kirtland Bookstore account to get code, then Cengage to create an account, then Canvas).***
- ✓ Include a calendar of important dates and times with time zone.
- ✓ Provide a list of scheduled synchronous sessions and state dates and times (if applicable).
- ✓ Create an overview of where to find key information.
- ✓ Add a short quiz asking students questions about the syllabus.

LockDown Browser Module

- ✓ This module can be imported into your course from Canvas Commons. There are two practice quizzes available; one with LockDown Browser and the other with LockDown Browser + Webcam.
- ✓ ***These tests are repeatable, so students can use them throughout the semester.*** There is also a link to Respondus Support available.
- ✓ **Link to module (Log into Canvas first, then copy and paste the URL into a new tab):**
<https://lor.instructure.com/resources/7908ecb758454e83957cd48489f9990e?shared>

Instructor Information

- ✓ List contact information including email address and telephone extension.
- ✓ State communication expectations for both weekdays and weekends, including email response time.
- ✓ Post online synchronous office hours if applicable (Zoom).

Interactions and Community

- ✓ Create an ***Introductions*** discussion board and post an introduction video or message.
- ✓ Provide an introductory activity at the beginning of the course for all students to introduce themselves and share their learning goals.

Course Organization

- ✓ Modules are organized by topic or week, with clear start and end times and are easy to navigate.
- ✓ Links students are not using along the left are hidden. Go to Settings → Navigation. Drag items to hide under the heading that says, “Drag items here to hide them from students.” Scroll to the bottom of the page and click **Save**. **NOTE: Hide the Syllabus link, but keep the Simple Syllabus link viewable.**
- ✓ Each module lists associated learning outcomes, with clear connection to associated learning activities and assessments.
- ✓ Due dates are clearly communicated and consistent throughout the course (i.e. in discussion boards, assignments, and course outline).

Assessments

- ✓ Assessments are connected to associated learning outcomes, encourage engagement with the content, and higher order thinking.
- ✓ Include rubrics or grading criteria for all graded assessments.
- ✓ Provide examples to ensure students understand the task.
- ✓ Use a variety of assessment methods throughout the course to provide student opportunities to demonstrate learning in multiple modalities and weightings.
- ✓ If using online quizzes/test, create a practice test to familiarize students with the technology and testing environment.
- ✓ Provide formative self-tests to promote engagement and to check for student understanding of course material.

Instruction

Activities

- ✓ Select activities that support student learning toward achieving course outcomes.
- ✓ Use a variety of activities and assessments to engage students with content, each other, and to encourage meaningful learning (such as narrative, case studies, tutorials, peer feedback).

Feedback

- ✓ Communicate to students the timelines for instructor feedback.
- ✓ Inform students where they will find private communication.
- ✓ Use the discussion board to post class-wide feedback.

Content

- ✓ All course materials, either external or created by the instructor, are accessible to all students.
- ✓ Course materials use a variety of methods and media to present and engage with content (i.e. text, images, videos).
- ✓ Use common file formats such as .doc or .pdf.

Faculty Resources in Canvas Commons

The links below will take you to templates that are available within Canvas Commons. If you so choose, you can import the appropriate week template into your course and make updates from there. These templates include built in Start Here and Lockdown Browser modules. ***Utilizing these shells is optional; however, it is highly recommended that your course follow a similar layout if you are updating classes from previous semesters.***

Log into Canvas first, then copy and paste the URL into a new tab:

7 Week Course Shell:

<https://lor.instructure.com/resources/5c627969af7c4d65b7b6fb838aed0369?shared>

8 Week Course Shell:

<https://lor.instructure.com/resources/c8fd167dc4c84e79806696e606ed1672?shared>

10 Week Course Shell:

<https://lor.instructure.com/resources/c8fd167dc4c84e79806696e606ed1672?shared>

16 Week Course Shell:

<https://lor.instructure.com/resources/38e4a2b8ffe0454895ae6720d4330d12?shared>

This module includes the following resources: links to instruction guides, open educational resources, and Panopto guides.

Resources:

<https://lor.instructure.com/resources/518306d161d7463291681b845967acfa?shared>

Student Resources in Canvas Commons

These modules can be imported into your course to assist students with using Google Drive and Office 365, as well as time management tips.

Log into Canvas first, then copy and paste the URL into a new tab:

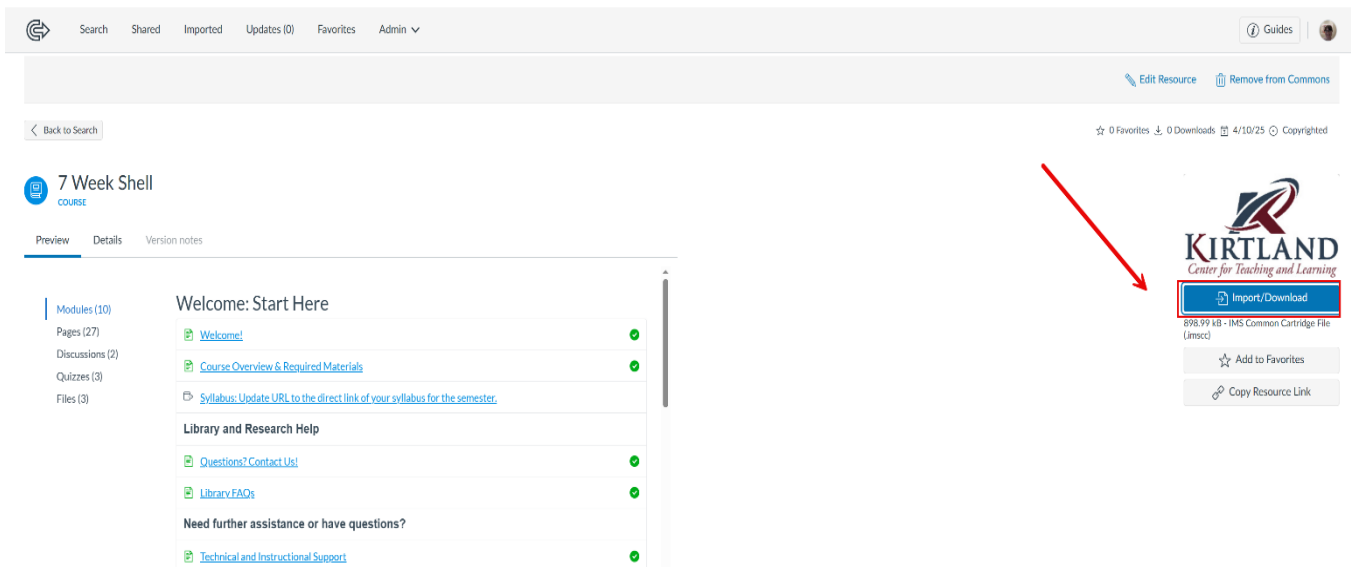
Google Drive and Office 365:

<https://lor.instructure.com/resources/6717c71472704ec68e10da8dc8fd5e97?shared>

Time Management in Online Courses:

<https://lor.instructure.com/resources/1a866cf378ab47249dfcc5622748c9fb?shared>

To import modules from Canvas Commons, click on the link and choose Import/Download to add the module into your course.



The screenshot displays the Canvas Commons interface. On the left, a course titled "7 Week Shell" is shown with a sidebar listing "Modules (10)", "Pages (27)", "Discussions (2)", "Quizzes (3)", and "Files (3)". The main content area shows a "Welcome: Start Here" section with links for "Welcome!", "Course Overview & Required Materials", and "Syllabus: Update URL to the direct link of your syllabus for the semester". Below this is a "Library and Research Help" section with links for "Questions? Contact Us!" and "Library FAQs", and a "Need further assistance or have questions?" section with a link for "Technical and Instructional Support". On the right, a resource card is visible, featuring the Kirtland Center for Teaching and Learning logo and an "Import/Download" button highlighted with a red box and a red arrow. Other buttons on the card include "Add to Favorites" and "Copy Resource Link". The resource card also displays the file name "876.99 KB - IMS Common Cartridge File (.imscc)".