

Distance Education Course Checklist

Course Name:

Course/Section Number:

Reviewer:

Date:

This document is a checklist to ensure that each on-site or hybrid/online course contains these key elements.

- ☐ **Welcome Documents (General Section at the top)**
 - ☐ Current Syllabus
 - ☐ Instructor Bio (either linked from Aultman College page or created in the LMS)
 - ☐ Netiquette (Link provided)
 - ☐ Minimum Technology Requirement (Link Provided)
 - ☐ LMS Student Guide (Link Provided)
 - ☐ Rubrics for assignments
- ☐ **Aultman Resources**
 - ☐ All provided links are current and linked
- ☐ **Introduction Module**
 - ☐ Course Description
 - ☐ Course Objectives/Outcomes
 - ☐ Steps in where to begin and go next
 - ☐ Faculty email address
 - ☐ Best time and place to reach faculty member
 - ☐ Turnaround time for assignments and communication
 - ☐ News Forum updated at least weekly
- ☐ **Grading Setup**
 - ☐ Align gradebook to syllabus. This includes determining if it is weighted or natural.
 - ☐ Weighted gradebooks must have categories properly setup. Moodle will be unable to grade correctly if it is not.

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- ☐ Natural gradebooks should be checked to see if points add up correctly
- ☐ **Grading Scale**
 - ☐ Ensure that the proper scale is selected in letters. Once this is setup in course shell this will be copied each semester.
- ☐ **Attendance**
 - ☐ Ensure that attendance is setup properly in gradebook. This includes adding the meeting times and dates for each class section. If it to be a part of the grade that it is set up properly in the gradebook
- ☐ **For each weekly module**
 - ☐ Applicable Course Outcomes/Objectives for that week/module
 - ☐ Aligned unit/week outcomes
 - ☐ Aligned learning activities
- ☐ **Hybrid/online courses, explanation of what is due online & what is expected for the F2F meeting**
 - ☐ For discussions
 - ☐ Clear directions
 - ☐ Clear expectations for the quality of work and research
 - ☐ Clear due date for initial post and responses
 - ☐ Clear expectations for interaction with instructor
 - ☐ A link to or the actual grading rubric
 - ☐ For assignment drop boxes
 - ☐ Clear directions
 - ☐ Clear Expectations for the quality of work and research
 - ☐ Clear Due date
 - ☐ Rubric pasted or Rubric created through the LMS