



# UNIVERSITY OF ALASKA FAIRBANKS eLearning & Distance Education

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## CHECKLIST

This checklist is a multipurpose document. First, for new development, use it as a reference when you **begin** the course design process; for revision, use the previously completed checklist **as a starting point for making revisions**. Second use this list to **determine when a course is complete** and ready for student enrollment. If you are developing this course for UAF eLearning, final contract payment will not be made until this review is complete and signed by the Instructor, Instructional Designer, and Course Manager. This checklist contains minimum criteria for a standard eLearning course and is not meant to inhibit creativity or innovation.

**STEP ONE** Work with instructor to develop/redesign course and fill out sections I – VII.

### COURSE DEVELOPMENT or REVISION

Course Information			
Developer Name:			
Course Title:			
Course Number/Credit Hours:			
Reviewed by:			
Date of Review:			
I. Welcome	Instructor Confirmed	Designer Confirmed	Comments:
Instructor welcomes students to the course with welcome letter*. *Letter includes contact info, explanation of making contact exercise and required first assignment, expected deadlines, explanation of early withdrawal, pre-req check. Additional welcome: in announcement other location:			
Instructor provides clear directions for getting started. in announcement in welcome letter Getting Started folder			
Course is organized in logical manner with easy to follow navigation.			
Course Modules are structured so students can complete required tasks without unnecessary searching.			
A mechanism is in place for instructor to check pre-requisites if not done automatically by banner. Has the faculty member been trained? What are the options for checking them?			



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revised June 1, 2012

II. Syllabus	Instructor Confirmed	Designer Confirmed	Comments:
<p>* required elements specified by UAF policy:</p> <ul style="list-style-type: none"> <li>course title, number, credits, prerequisites, meeting time*</li> <li>instructor name, office hours, telephone, e-mail*</li> <li>complete list of course materials* (technical requirements: connection speed, hardware, software, plugins)</li> <li>course description* (expected proficiencies required for course)</li> <li>course goals*</li> <li>student learning outcomes*</li> <li>description of instructional methods*</li> <li>course calendar and/or pacing expectations*</li> <li>schedule of class topics and assignments* (including deliverables, due dates, instructions for submitting)</li> <li>course policies, including participation, late work*</li> <li>address plagiarism and academic integrity for course*</li> <li>evaluation policies* (how evaluated, relative values &amp; tabulated)</li> <li>description of "C" grade* (Minimum grade required for all Core (X) Courses. A grade of C- (1.7) in a class which is a prerequisite for another class or in a class required for a student's major will result in the student being required to retake the class.)</li> <li>information on support services*</li> <li>information on disability services*</li> <li>explanation of NB policy, Incomplete requirements and Instructor withdrawal policy</li> <li>response time on returning lessons</li> <li>response time on answering questions</li> <li>checklist/due dates for assessments</li> <li>regularly scheduled office hours (by phone, audio conference, webconference, IM, etc.)</li> <li>instructor provides brief biographical information and photo/video.</li> </ul>			



III. Course Content	Instructor Confirmed	Designer Confirmed	Comments:
Each lesson or module provides: <ul style="list-style-type: none"> <li>learning objectives</li> <li>introduction to the material</li> <li>clear directions</li> <li>learning activities</li> <li>instructor insights are sequenced and “chunked” to improve usability (e.g., lectures, notes or material)</li> <li>Assignments are clearly communicated with expectations, including deliverables, due dates, and instructions for submitting.</li> </ul>			
Making Contact Assignment (due within first week of class)			
First Content Assignment (due by second Friday of class)			
All links are currently functioning.			Date evaluated and by whom:
Material has been checked for spelling and grammar.			Date evaluated and by whom:
Learning activities are varied and target multiple learning styles.			Please list examples:
Guidelines on copyright and fair use provided to instructor. Course materials reviewed for compliance with fair use.			Yes or No Date evaluated and by whom:
Mechanism in place to offer content that is situated in the student’s current and/or future context.  Does it provide place-based material?  Is curriculum contextualized?			Please list examples:
Department outcomes are incorporated in content			
Students are given opportunity for reflection, such as: <ul style="list-style-type: none"> <li>student’s own learning and learning experience,</li> <li>real-world relevance and application of what students are learning,</li> <li>meta-reflection on the learning materials, strategies, and structure employed in the course itself.</li> </ul>			Please list examples:
♦ <i>Recommended</i>	Additional resources are provided for students who want more information.		



<b>IV. Interaction and Collaboration</b>		Instructor Confirmed	Designer Confirmed	<b>Comments:</b>
Expected student participation levels are clearly defined.				What are they and where are they listed?
Through what channel will assessment feedback be given?				
Identify the Communication/Collaboration/Interaction tools used in this course: Discussion                      Web Conferencing Chat                                      Email Student Presentation              Blog Peer Evaluations                      Wiki Role Playing                              Other				If other, please specify:
Explicit instructions for using communication tools are explained.				Where is this located?
A collaboration area for students not related to specific assignment is provided.				Where is this located and what tool is used?
◆ <i>Recommended</i>	Group projects/activities are assigned to students.			
◆ <i>Recommended</i>	Students are introduced to the professional community of practice.			



		Instructor Confirmed	Designer Confirmed	Comments:
<b>V. Assessment</b>				
Assignments encourage students to work at higher level of Bloom's Taxonomy or target multiple Facets of Understanding.				Please cite examples:
Assignments include a variety of performance types.				Please provide examples:
Expectations are explicit (e.g. rubrics and examples provided) to explain assessment grading criteria.				
If used, exams correspond with the stated learning objectives for the course.				
◆ <i>Recommended</i>	Students are encouraged to utilize self-assessment materials.			

		Instructor Confirmed	Designer Confirmed	Comments:
<b>VI. Learner Support</b>				
Access to OIT Helpdesk and/or UAF eLearning Student Services is clearly defined.				
Access to UAF resources is clearly defined (e.g., library, tutoring services, labs).				
Paper exams submitted to Assessment Coordinator.				Date submitted:
A Blackboard gradebook is set up for students in online courses to check their progress.				
A mechanism is in place for instructor to contact students who are falling behind.				Please explain:
Course details submitted for website description.				Date submitted:

<b>VII. Additional Comments</b>



**STEP TWO** of the review process is to list *deficiencies* and *make a plan* for correcting them.

ACTION ITEMS	Instructor Confirmed	Designer Confirmed
<b>I. Directions for future development</b>		
List recommended course enhancements and give a target date for implementing the improvements.		
<p>Start here:</p>		
<b>II. Follow-up</b>		
This course should be modified when:		

*Certification of Completion*

I certify that the course review has been completed and that critical revisions have been implemented successfully. The course meets CDE quality standards and is ready for student enrollment.

Signatures of the Design/Development Team:

\_\_\_\_\_

Instructional Designer/Date

\_\_\_\_\_

Instructor/Developer/Date

Reviewed by:

\_\_\_\_\_

Course Manager/Date



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