

Minimum Standards for Online Courses Checklist

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Syllabus

- List overall course outcomes
- Explain your specific grading policies

Course Materials

- All readings and assignments should be contained within the course management system (CMS); students shouldn't be directed to leave the CMS for course readings. Direct e-links to outside articles should be provided
- Include a section under the Course Home to provide tips for succeeding in your online course.

Weeks / Units

- List the learning objectives for each week/unit
- Provide references at the end of each week / unit.

Threaded Discussions

- Include regular threaded discussions throughout the semester
- Establish instructor's presence in the discussions in a "woven" manner

Grading

- Include grading rubrics for all assignments and discussions

Submission of Assignments

- All assignments should be turned in using the Dropbox. Assignments should not be submitted by email

Office Hours

- Conduct Virtual Office Hours to answer general course questions

Welcoming Environment

- Include a welcome page on the Homepage of the LMS

Design

- Incorporate graphics to make pages more visually appealing
- Ensure that all course materials have a professional and consistent appearance (e.g., color choice, font, background colors)
- Use textboxes to provide strong contrast for all units, announcements