

Beaufort County Community College Online/Hybrid Course Checklist

Adapted from Quality Matters (QM)

Each criteria that is met is worth 1 point, with a total of 27 points total possible.

Course _____ Reviewed By _____ Date _____

COURSE OVERVIEW AND INTRODUCTION:

The overall design of the course is made clear to the student at the beginning of the course.

Criteria	YES	NO	NOTES
1. Instructions make it clear how to get started and where to find various course components. Course includes a <i>Getting Started</i> button.			
2. The Introductory Assignment is easily located. HINT: should be located in Assignments			
3. A welcome statement introduces the student to the purpose of the course and to its components; in the case of a hybrid course, the statement clarifies the relationship between the face-to-face and online components. HINT: should be located in Announcements			
4. A self-introduction by the instructor is appropriate & students are encouraged to introduce themselves. HINT: should be located in Announcements or Discussion Board			
5. Core buttons are utilized: Homepage, Announcements, Getting Started, Syllabus/Course Info, Content/Assignments, Contacts, Resources (include link to library resources, Student Services), Tools, Help.			
6. Course layout, as designed by the instructor, is easy to navigate and understand, with minimal scrolling.			
Total Points for this standard =			

LEARNING OUTCOMES:

Learning outcomes are clearly stated and explained.

Criteria	YES	NO	NOTES
7. The course learning outcomes are clearly stated. HINT: should be located in Syllabus.			
8. A syllabus with course description, assignments, grading criteria, college policies, and resources is available. HINT: should be located in Syllabus.			
Total Points for this standard =			

ASSESSMENT STRATEGIES:

Established methods are used to measure effective learning, evaluate student progress by reference to stated learning outcomes, and are designed to be integral to the learning process.

Criteria	YES	NO	NOTES
9. The course grading policy is stated clearly and easy to locate. HINT: should be located in Syllabus.			
10. Expectations and due dates are clearly defined. HINT: should be located in Syllabus.			
11. A variety of types of assignments are used to assess student learning (i.e., quizzes, discussion forums, projects, papers, exams, surveys, etc.)			
12. Assessments are designed to ensure privacy and prevent cheating. (use of proctoring when appropriate)			
Total Points for this standard =			

INTERACTION:

Meaningful interaction between the instructor and students, among students, and between students and course materials is employed to motivate students and foster intellectual commitment and personal development.

Criteria	YES	NO	NOTES
13. The student requirements for the course are clearly articulated. HINT: should be located in Syllabus/Course Info and/or Getting Started.			
14. Learning activities foster instructor-student and if appropriate to the course, student-student interaction.			
15. Turn-around time for email, grade posting, etc. is made clear.			
16. The course design provides a variety of opportunities for interaction between instructor and learner.			
Total Points for this standard =			

COURSE NAVIGATION AND TECHNOLOGY:

Course navigation and the technology employed in the course foster student engagement and ensure access to instructional materials and resources.

Criteria	YES	NO	NOTES
17. The tools and media (YouTube, NCLOR, etc.) support the learning outcomes and are appropriately chosen to deliver the content of the course.			
18. The tools and media support student engagement and guide the student to become an active learner.			
19. Navigation throughout the online components of the course is transparent to the students; logical, consistent, and efficient.			
20. The instructions for accessing and using course-required resources (Library, course cartridges, additional software, etc.) are clear and easy to follow.			
21. The course reflects consistency, correct grammar and spelling, and appropriate font sizes and color.			
Total Points for this standard =			

STUDENT SUPPORT:

The course facilitates student access to institutional services essential to student success.

Criteria	YES	NO	NOTES
22. The course instructions articulate or link to a clear description of the technical support offered.			
23. Course instructions articulate or link to an explanation of how the institution's academic support system can assist the student in effectively using the resources provided. (Course contains Policies link)			
24. Course instructions articulate or link to an explanation of how the institution's student support services can help students reach their educational goals. (Course contains link to Student Services)			
25. Course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information. (Course contains link to OWL, LRC)			
Total Points for this standard =			

ACCESSIBILITY AND COPYRIGHT:

The face-to-face and online course components are accessible to all students.

Criteria	YES	NO	NOTES
26. The course incorporates ADA standards and reflects conformance with institutional policy regarding accessibility in online and hybrid courses. HINT: FYI http://www.washington.edu/doi/Faculty/Strategies/Academic/Distancelearning/			
27. No apparent violations of copyright law exist within the course content or related materials. HINT: FYI http://www.copyright.gov/ http://fairuse.stanford.edu/ http://www.provost.ncsu.edu/copyright/toolkit/implementation.php			
Total Points for this standard =			

Total Score =

Note: While you should aim for a perfect score of 27, if your total score was less than 20 (75%), you should identify those areas that need improvement and work toward enhancing the problem areas.

Please feel free to contact the Distance Learning Staff for assistance with reviewing and revising your Online and Hybrid courses.

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