



## Department of Online Learning

### ✓ Online Course Quality Checklist

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The Department of Online Learning has developed the following checklist to assist faculty in identifying key elements that contribute to promoting excellence in the design and delivery of online courses:

#### Course Design

- Provide students with a syllabus with clearly stated learning outcomes.
- Provide clear instructions regarding what students need to do to begin the course.
- Provide students with information about yourself, which might include biographical information and a picture.
- If you are not using the NJCU template, include the NJCU logo or university name on your Course Homepage.
- Use clear and consistent navigation. If you are not using the tools provided in the NJCU template, be sure to remove them so as not to confuse your students.
- Use the announcements tool to provide timely updates and announcements pertinent to your course.
- Ensure that deadlines are clearly identified using the syllabus, course calendar, and assignments or assessments tools.
- Make an effort to ensure that your course is ADA compliant (e.g., use ALT tags, provide equivalent alternatives to auditory and visual content, etc.). If you need further information about ADA compliance, contact the Department of Online Learning.
- In compliance with NJCU Copyright Policy, provide the following notice on your Course Homepage: "Materials used in connection with this course may be subject to copyright protection."

#### Course Content

- Develop content for your course in manageable segments using the Blackboard Learning Module. This tool is used to deliver self-contained learning objects with links to chapter notes, discussion questions, assignments, assessments and supplemental media. A modular delivery strategy guides students through an organized section of content before advancing the student to the next lesson.
- Use a variety of media (e.g., audio, video, etc.) to deliver your content to keep students engaged and address the needs of students with various learning styles.
- Segment media into small clips to keep students engaged and to limit download time required for large media files.

- Make appropriate links and resources available as part of course content and check links on a regular basis to ensure they are current and available.
- Comply with copyright law in the posting of course materials.

### **Interaction and Collaboration**

- Write a welcome message to your students in the Discussion Forum.
- Invite students to introduce themselves by asking them to post a bio in the Discussion Forum, Students may post a picture by editing their personal profile.
- Develop activities for your course that encourage faculty-student and student-student interaction. These might include use of the following Blackboard CE tools: E-mail, Assignments, Discussions, Chat, Student Presentations, or Student Homepages.
- Build in discussions and activities that allow plenty of time for critical analysis and self reflection.
- Set clear standards for professor response time and availability (e.g., expected timeframe for responding to student e-mail inquiries, feedback on assignments, etc.).

### **Assessment**

- Provide assignments that are aligned with stated course objectives and that encourage critical thinking skills and measurable learning outcomes.
- Create assignments that encourage learners to maintain regular access to your course.
- Provide assessment and measurement strategies that are designed to provide feedback to the learner.
- Design assignments and projects that require students to make appropriate and effective use of external resources including print, library, and the Web.
- Provide students with ample opportunities for reflection and self-assessment.
- Utilize Blackboard CE student learning assessments when appropriate.
- Provide rubrics for grading of assignments and activities.
- Clearly state minimal levels of student participation and how participation will be assessed.
- Solicit feedback from students by means of surveys or other communication methods for the continuous improvement of the course.

### **Classroom Management**

- Provide guidelines for appropriate behavior online including use of communication tools (e-mail, discussions, chat, etc.) and netiquette.
- Provide students with links to appropriate NJCU policies (e.g., Academic Integrity policy, Copyright Policy, Responsible Use of Computing Resources, etc.).
- Notify students when guests will be visiting your online classroom. Contact the Department of Online Learning for procedures regarding guest access.

### **Learner Support**

- Provide students with information as to how they may contact you. This should include various methods of contact (e.g., Blackboard CE e-mail, NJCU e-mail, in-

person and “virtual” office hours, and telephone number) and expected timeframe for receiving responses.

- ❑ Advise students how they may obtain technical assistance and support for online courses. Note: Students may send an e-mail message to [dlsupport@njcu.edu](mailto:dlsupport@njcu.edu) and receive a response within twenty-four hours.
- ❑ Remind students to use the CyberPrimer, NJCU’s web based tutorial for online learning. Note: The CyberPrimer is part of each student’s My Web Courses page in Blackboard CE.
- ❑ Provide students with a link to the Congressman Frank J. Guarini Library website along with information as to how they may access the Library’s electronic databases and Information Literacy tutorial. Note: The Information Literacy Tutorial is part of each student’s My Web Courses page.
- ❑ If free software or plug-ins are required for viewing your course content (e.g., Adobe Acrobat Reader, Real Player, etc.), provide students with links for downloading the required applications. Note: If students are required to purchase software for you course, this should be noted in Peoplesoft Class Notes prior to student registration.