




# eLearning Minimum Course Standards: Navigational Template Alignment

All of the following items must be present for a course to be delivered online. Using the following key, programs and faculty should ensure that these standards are in place prior to the start of each semester.

 Element should be present within the Core Course.	 Element should be present within the Core Course and the faculty member may <u>add</u> to this element.	 Element may have a place holder in the Core Course but it is the individual faculty member's responsibility to ensure it is current.
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## Overall

<ul style="list-style-type: none"> <li>○ Visual presentation is clear and uncluttered throughout.</li> </ul>	
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## Course Home Page

<ul style="list-style-type: none"> <li>○ An introductory letter to the students is present (typically as a Welcome announcement).</li> </ul>	
<ul style="list-style-type: none"> <li>○ CCCC EVA activity is identified, is placed first in the grade book, and completion directions are clearly communicated to students.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Course announcements placed in Blackboard as the starting place for students.</li> </ul>	

## Course Info

<ul style="list-style-type: none"> <li>○ Course syllabus is easily identifiable and downloadable/ printable.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Multiple and preferred methods to contact instructor are provided in the syllabus and instructor information section of LMS. This may also include short bio and picture in LMS.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Standard grading policy is provided in syllabus.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Clear instruction on how to navigate the course is provided, including submitting assignments and where to find grades.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Course pacing within course time frame is present (typically a course calendar).</li> </ul>	
<ul style="list-style-type: none"> <li>○ Course outcomes are clearly stated.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Instructions for test proctoring are provided (if course contains face-to-face testing).</li> </ul>	
<ul style="list-style-type: none"> <li>○ Comprehensive list of necessary materials is provided with information on how to obtain materials.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Necessary hardware and software skills are clearly stated with links to tutorials.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Disability policy is cited and a link to Disability Services is provided.</li> </ul>	
<ul style="list-style-type: none"> <li>○ College legal and ethical expectations clearly identified regarding plagiarism, test taking, copyright laws, and confidentiality (link to policies and code).</li> </ul>	
<ul style="list-style-type: none"> <li>○ Clear criteria outlining expectation of student communication; including "netiquette" is present.</li> </ul>	

This checklist has been modified from its original version to blend the standards with the standard navigational template and the Core Course model for online Blackboard courses.

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## Instructor

○ Multiple and preferred methods to contact instructor are provided in the syllabus and instructor information section of LMS. This may also include short bio and picture in LMS.	
○ Contact information for Program Chair/ Division Director is provided.	

## Coursework

○ Department policies and guidelines available within Course Information, if applicable.	
○ Organization and layout of lessons is consistent within the course.	
○ A student engagement activity is utilized in the first week of class.	
○ Student-Student interaction opportunities are present (i.e. discussion board, group activity, peer reviews).	
○ Various student-instructor communication/ interaction methods are outlined and available; such as discussion forums, reflective activities, virtual office hours, etc.	
○ Student-Content interaction is present through a variety of activities; including opportunities to link to prior knowledge and through application.	
○ Formative and summative evaluations are developed and in place.	
○ Lesson/ module/ unit outcomes are present.	

## Course Resources

○ A link to the publisher's "help desk" is provided for courses utilizing eBooks or cartridges.	
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## Grades

○ Grade book/ Grade Center is set up and utilized.	
○ Opportunities for students to receive meaningful instructor feedback is present. (This may be rubrics or a communication plan, but is more than just a grade).	

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