eLearning Minimum Course Standards Check List*

All of the following items must be present for a course to be delivered online:

**Course Information**

☐ 1.1. Course syllabus is easily identifiable and downloadable/ printable.
☐ 1.2. 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.
☐ 1.3. Standard grading policy is provided in syllabus.
☐ 1.4. Clear instruction on how to navigate the course is provided, including submitting assignments and where to find grades.
☐ 1.5. Instructions for test proctoring are provided (if course contains face-to-face testing).
☐ 1.6. Comprehensive list of necessary materials is provided with information on how to obtain materials.
☐ 1.7. Necessary hardware and software skills are clearly stated with links to tutorials.
☐ 1.8. A link to the publisher’s “help desk” is provided for courses utilizing eBooks or cartridges.
☐ 1.9. Contact information for Program Chair/ Division Director is provided.
☐ 1.10. Disability policy is cited and a link to Disability Services is provided.
☐ 1.11. University legal and ethical expectations clearly identified regarding plagiarism, test taking, copyright laws, and confidentiality.

**Course Structure**

☐ 2.1. An introductory letter to the students is present (typically as a Welcome announcement).
☐ 2.2. CPCC EVA activity is identified, is placed first in the grade book, and completion directions are clearly communicated to students.
☐ 2.3. Department policies and guidelines available within Course Information, if applicable.
☐ 2.4. Course announcements placed in Blackboard as the starting place for students.
☐ 2.5. Course pacing within course time frame is present (typically a course calendar).
☐ 2.6. Clear criteria outlining expectation of student communication; including “netiquette” is present.
☐ 2.7. Visual presentation is clear and uncluttered.
☐ 2.8. Organization and layout of lessons is consistent within the course.
☐ 2.9. Course outcomes are clearly stated.
☐ 2.10. Lesson/ module/ unit outcomes are present.
☐ 2.11. Grade book/ Grade Center is set up and utilized.

**Interaction, Assessment, and Feedback**

☐ 3.1. A student engagement activity is utilized in the first week of class.
☐ 3.2. Student-Student interaction opportunities are present (i.e. discussion board, group activity, peer reviews).
☐ 3.3. Various student-instructor communication/ interaction methods are outlined and available; such as discussion forums, reflective activities, virtual office hours, etc.
☐ 3.4. Student-Content interaction is present through a variety of activities; including opportunities to link to prior knowledge and through application.
☐ 3.5. Formative and summative evaluations are developed and in place.
☐ 3.6. 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).

*This list is abbreviated from the eLearning Course Design Rubric. It does not replace the Quality Course Review.

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