Course/Sect/CRN_____ Date Reviewed_____ _____ Term Class will begin _____

Reviewed by: _____ Online ☐   Hybrid ☐ - Percent online _____

Feedback and Areas to Consider for Online/hybrid Courses Creation
To be completed by faculty member after course design is concluded. Please forward completed form to Digital Learning and Program/Department Chair

	1. Content Presentation	
		Please briefly explain how your course meets these guidelines
1	Instructor provides statement that welcomes students to the course in text or video format	
2	An orientation or overview of the course layout is provided via text or video	
3	Each module (week or unit) has an overview of the expectations and assignments.	
4	A printable syllabus is available for students	
5	A printable version of PowerPoints / recorded PowerPoints are available for students	
6	A schedule of assignments is provided that includes due dates	
7	Layout is uncluttered and consistent.	
8	Course menu tabs are labeled clearly and are consistent with other courses within the program (If program uses a standard template)	
9	The course is designed to facilitate easy navigation of course content	
10	Course content has a logical progression	

		2. **Student to Instructor Engagement**
		Please briefly explain how your course meets these guidelines
1	Course provides clear contact information for students to contact the instructor	
2	Instructor provides opportunities for peer interactions and collaboration	
3	Students have the opportunity to directly interact with the instructor.	
4	The instructor creates a platform (e.g., Water Cooler as a Discussion Board thread) that enables students to have easy access to them for questions.	
5	Expectations for timely and regular feedback from the instructor are clearly stated (specifically, when will instructor respond to student inquiries, when will they be "offline")	
		3. **Instructional Material**
		Please briefly explain how your course meets these guidelines
1	Course provides multiple visual, textual, and/or auditory activities to enhance student learning and accessibility	
2	Course provides multiple activities that help students develop critical thinking and problem-solving skills	
3	Instructor provides content through a variety of modalities (videos, text, media text videos)	
4	Instructions for readings, assignments, etc. are provided and clearly explained within each module or unit.	
		4. **Learning Outcomes**
		Please briefly explain how your course meets these guidelines
1	Modules or unit learning objectives are stated	
2	Assignments are directly related to the course learning objectives and relevant to the learning outcomes	

3	There are clear links between learning objectives and outcomes with activities and assessment	
	5. Student to Material Engagement	
	Please briefly explain how your course meets these guidelines	
1	Instructor creates assignments through discussion board posts, live sessions (Zoom), or activities that encourage engagement.	
2	Instructor includes a type of check in (quiz, quick write through a discussion post) to assess student understanding of the content.	
	6. Grading	
	Please briefly explain how your course meets these guidelines	
1	Students have easy access to their grades within Blackboard (My Grade tab)	
2	Grading rubrics with clear expectation are included for assignments	
3	Course grading policies and weight of each assignment, including consequences of late submissions, are clearly stated in the course information or syllabus	
	7. Technology Support	
	Please briefly explain how your course meets these guidelines	
1	Instructor provides direct links to required tools and provides direct instruction on the use of those tools.	
2	Course provides information on how to access student's success resources (library, technology help desk, disability services, etc.) through specific tabs or within the syllabus	
3	Instructor provides direct links to the library resources.	