

Step 3b: Distance Education Course Readiness Checklist

Note that ETC's evaluation will be based on no less than two weeks of online content. This form is for you, the instructor, to complete so that ETC can easily find these elements in your course. Your course will not be agenized for evaluation until this document is received by the DE Coordinator(s).

Faculty Name: _____

Course and Section: _____

Contact Email: _____

Course Design

Description	Where can ETC find this item?
Syllabus (including all required components) is posted in a prominent location as a PDF.	
Course includes a "Start Here" module with clearly labeled tutorial materials including a class welcome and an orientation on how to navigate the LMS and the specific course (video tour and/or written tour).	
Course content is arranged or "chunked" in manageable and distinct learning units or modules grouped inside a single menu item.	
Content is presented using a variety of teaching techniques and learning styles (videos, discussions, projects, simulations, external resources/links, and/or multimedia, etc.) .	
Navigation is intuitive and content flows in a logical progression.	
Links to supplemental software products are located within the course where learners will use the software (i.e. near the materials requiring its use).	

Interaction and Collaboration

Description	Where can ETC find this item?
Instructor's email address is easy to find and for full-time instructors multiple methods of contact are included (e.g. phone, chat, virtual office hours, etc.).	
Discussion forums are provided and use variety of opportunities for interaction. As part of regular and effective contact, ETC suggests weekly discussions using the following methods (at least one per week):	

<ul style="list-style-type: none"> • Instructor-Learner (self-introduction, discussion postings with responses; project feedback, etc.) • Learner-Learner (group discussion postings, group projects, peer reviews, etc.) • Learner-Content: (essays, term papers, videos, self-assessments, readings, etc.) 	
As part of regular and effective contact, announcements are used to communicate course events, dues dates, etc.	
Instructor's expectations regarding the quality of student communications (e.g., what constitutes a "good" discussion post) are clearly defined.	

Assessment

Description	Where can ETC find this item?
Multiple types of assessments are included and occur frequently throughout the duration of the course (research project, objective test, discussions, etc.).	
Rubrics (assessment guidelines/criteria) are provided. Optionally, models of "good work" may also be shown.	
Learners have an opportunity to provide feedback on course design and course content such as an "Ask My Instructor" discussion boards or a class evaluation quiz (for zero or extra credit).	

Learner Support

Description	Where can ETC find this item?
A "Support Services" module with clearly labeled and easy to find links to CHC student support services (i.e., DSPS, Tutoring, Library, Counseling, Bookstore, etc) is included. ETC has provided this in the commons.	
<p>All learning activities and/or instructional media are accessible:</p> <ul style="list-style-type: none"> • Videos are accurately captioned. • Audio files are transcribed. • Objects (images, tables and charts) have alternative text. • Course materials are readable in term of effective font, color contrast and spacing. • Readable fonts are used throughout the LMS and all instructional materials. • Hyperlink text is meaningful and all links work and open the identified web-page. 	

All documents have been tested for accessibility and screen reader compatibility.	
All documents and other instructional materials (such as PPTs) are also posted as PDFs, can be opened via free and accessible programs or applications, and links are provided to download the applications. Additionally information on how to use the programs or applications is included.	
Links to LMS technical support are consistently provided and easy to find, and accompanied by a module within the LMS explaining how to request services or report a problem. ETC has provided this in the commons.	

Please note that a course evaluation link must be provided for students this link can be accessed by emailing the *Office of Institutional Effectiveness, Research & Planning* at research@sbccd.cc.ca.us.

Signature of Instructor: _____

Date: _____