

# PREPARING TO LAUNCH

Use this checklist to review your course independently or with a colleague

## Course Organization

- Your course is organized to be delivered in the scheduled timeframe
- Your course follows a consistent design module to module or week to week

## Overview and Introduction

- Early on, you present to students the course's purpose, structure, and navigation
- You provide an instructor welcome in the form of text, audio, or video (recommended)

## Learning Objectives

- Course and module/weekly objectives are clearly stated
- Learning outcomes are aligned with course assessments and activities

## Assessment

- Grading distribution and policies are clearly stated
- Instructions for assignments are specific and descriptive
- Expectations for instructor feedback and turnaround are clear

## Instructional Materials

- Instructional materials and active learning opportunities show a clear relationship
- Students have significant opportunities and time to engage with content and materials
- Digital and accessible versions of materials exist wherever possible/necessary

## Active Learning and Student Engagement

- Course sections provide ample room for progress and mastery of learning outcomes
- Activities and assignments offer opportunities for students to build community
- There are sufficient opportunities for critical thinking and probing questions

## Learning Technologies

- Chosen learning technologies support learning outcomes
- Course balances synchronous and asynchronous technologies and activities
- Instructions for how to use technologies are clear and descriptive

## Student Support

- Clear and straight-forward instructions for how to get help with technology
- Accessibility policies are stated
- Links to library services and other academic resources appear in the course

## Syllabus

- Syllabus matches course design (outcomes, topics, assessments) and course outline
- Syllabus includes student and instructor expectations for online work