Online Course Checklist (Condensed Version)

Instructor: 

Course Name: 

Date Checked: 

Course Requirements

1. Course Contains Current Syllabus
   □ Instructor Meets Standard   □ Instructor Does Not Meet Standard

2. At least 10 units of material
   □ Instructor Meets Standard   □ Instructor Does Not Meet Standard

3. Interaction – there should be student/student and faculty/student interaction throughout the course (in most cases, threaded discussions should be utilized each week)
   □ Instructor Meets Standard   □ Instructor Does Not Meet Standard

4. Each unit should contain at least 2 different types of graded assignments (other than the first and last units which may only contain one)
   □ Instructor Meets Standard   □ Instructor Does Not Meet Standard

5. Each unit contains correct dates
   □ Instructor Meets Standard   □ Instructor Does Not Meet Standard
Instructor Responsibilities

1. Instructor posts weekly announcements to keep students informed about which unit is currently assigned
   [ ] Instructor Meets Standard  [ ] Instructor Does Not Meet Standard

2. Instructor posts on at least 3 different days/week within each threaded discussion area
   [ ] Instructor Meets Standard  [ ] Instructor Does Not Meet Standard

3. Instructor posts grades in the gradebook within a week after assignment due date (grades for large assignments should be posted in a timely manner, not necessarily within one week)
   [ ] Instructor Meets Standard  [ ] Instructor Does Not Meet Standard

Other Notes / Comments:

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