Phase One: Online Course Checklist

Course Standards for Online Teaching
Best practices in the areas of Instructional Design, Instructional Strategies, Course Environment, and Technology

Instructional Design
- Course sequenced logically to enable learners
- Syllabus includes essential course information, concise lists of modules and activities, and learner support resources
- Course units/modules are organized into recurring activities
- Syllabus serves as a contract between the learner and instructor
- Systems are in place to collect student feedback throughout the course
- Course Discussion board is organized into clearly defined forums

Instructional Strategies
- Instructor posts regular announcements and updates in the News area
- Instructor has planned for the unexpected
- Instructor surveys students regularly for feedback and provides prompt instructor-student feedback
- Instructor provides opportunities for students to engage him/her with questions or concerns

Course Environment
- Instructor provides an initial “icebreaker” opportunity to encourage and develop course community and environment
- Instructor provides an appropriate introduction to him/herself and it is available online

Technology
- Instructor has developed separate discussion forums for distinct purposes (student lounge, unit/module questions)
- Instructor uses multiple browsers
- Instructor takes advantage of available learning management system training
- Instructor practices good file management

Instructors whose courses are in Phase One may enter the Online Instructor Development Pathway Map at Badge level 3, and should have previously met requirements of Badge levels 1 & 2.

View Online Instructor Development Pathway Map

Badge 3: Pro

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Wisconsin Polytechnic University