Phase Two 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 information is chunked into organized units/modules; each unit/module has clear, aligned course objectives.
Course contains a mixture of both asynchronous and synchronous activities in each unit/module.
Required technical competencies and/or prerequisite knowledge are listed, if applicable.

Instructional Strategies
Instructor makes a conscious effort to create a sense of presence in the online environment.
Instructor provides clear information on the type of feedback, and when and how feedback will be given.
Instructor communicates clear instructor and student expectations at the start of the course.
Instructor helps his or her online students maintain continuous, forward progress.

Course Environment
Instructor highlights learner support opportunities in course materials.
Instructor makes learner resources available at multiple locations within the online course.
Instructor uses a variety of large and small group and individual learning experiences to encourage interaction and collaboration.

Technology
Instructor works toward integrating new, institutionally recommended tools.
Instructor integrates new technologies slowly.
Instructor utilizes only safe and secure technology.
Instructor informs students of public or social networking activities in advance.
Instructor provides access to online meeting spaces for students.

Instructors whose courses are in Phase Two may enter the Online Instructor Development Pathway Map at Badge level 4, and should have previously met requirements of Badge levels 1, 2, & 3.

View Online Instructor Development Pathway Map

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