

Online learning design checklist

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1. Course overview

- (1) Give instructions on how to get started.
- (2) Communicate high expectations early on.

2. Course structure and usability

- (1) Design an interface that is visually appealing.
- (2) Provide a well-structured course website (easy to navigate).

3. Learning objectives

- (1) Provide course level learning objectives.
- (2) Provide module level learning objectives.
- (3) Cover lower and higher level objectives.

4. Instructional materials

- (1) Use a variety of different instructional materials to engage students.
- (2) Chunk content into smaller segments (videos are short!)
- (3) Explain difference between required and optional materials.

5. Learning activities

- (1) Provide opportunities for interaction (student-student and student-instructor interaction).
- (2) Provide opportunities for active learning.
- (3) Design a variety of different activities to engage students.
- (4) Provide clear instructions to students.

6. Learning technology

- (1) Use tools at higher levels (e.g., to promote active participation and interaction).
- (2) Provide tutorial to students on how to use the tool(s).
- (3) Provide technical support information.

7. Assessment

- (1) Use a variety of assessment approaches (to measure higher level learning).
- (2) Provide frequent, specific, and actionable feedback to students.
- (3) Provide clear grading criteria/rubrics.