|  |  |
| --- | --- |
| **Course Name and Number:**  |  |
| **ID:**  |  |
| **Reviewer:**  |  |
| **Review Date:**  |  |
| **Area** | **Comments** |
| **OneDrive** |  |
| Course folder on OneDrive contains the course map, SME agreement, and weekly content |  |
| **Statistics Tracking**  |  |
| Is turned on for all pages, discussions, assignments and assessments |  |
| **508** |  |
| Use of headers and sub-headers in pages and tables is 508 compliant |  |
| **Instructor Info** |  |
| Contains Instructor Resources and Week 11, Reporting Errors, QEP information, may contain information specific to course |  |
| **Course Material** |  |
| **Third Party Vendor Contact Info for Students**  |  |
| * Is an Item and contains:
	+ Vendor Name and Product
	+ Customer Service Help Line contact information
	+ Hours of service
 |  |
| **Meet Your instructor**  |  |
| Contains standard placeholders for instructor |  |
| **Syllabus**  |  |
| * Credit hours and program title are specified
* Course Outcomes/Objectives are clearly stated and measurable
* Discipline (Program)-Specific Information is listed or “None” is entered
 |  |
| **Rubrics Page** |  |
| * If used, includes link to rubric(s) that function in student view
* If not used, page is deleted
* Rubrics linked here match those in the Discussions/Assignments
 |  |
| **Instructor Policies** is empty |  |
| **Course Schedule** |   |
| * Text Book(s) is listed in APA format and includes edition number along with ISBN 13
* Due days appear in the Due column
* Weeks have titles
* View Dates link present
* Assignment schedule aligns with gradebook
* Assignments match assignments in lessons
 |  |
| **Grade Center** |  |
| * All graded items are matched to the proper category
* Categories and percentages match those specified in the course schedule
* Grades and weights are based on 100%
 |  |
| **Assessments** |  |
| * Instructions are clear
* Additional questions have been provided
* Settings:
	+ Test Availability settings
		- Link is available
		- Force completion is not checked
		- If timer is set, Auto-Submit is on
	+ Self-assessment Options - If a graded assessment, Include this Test in Grade Center Score Calculations is checked
	+ Show Test Results and Feedback to Students settings
		- After Submission – no options are checked
		- After Attempts are Graded - all options are checked
	+ Test Presentation settings
		- Display is All at Once
		- Randomize answers is not used with T/F questions
 |  |
| **General Comments about Course** |  |
|  |  |
| **Lessons** |  |
| **Week 1** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 2** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
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* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 3** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
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* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 4** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 5** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 6** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 7** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
* Assignments and corresponding drop box or discussion are named consistently
* Assignments and Discussions are linked to rubric (if used)
* Text inside Discussions matches text on assignments page
* Assignment settings
	+ Allow Unlimited Attempts is checked
	+ Score Attempts using Highest Grade is chosen
* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 8** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
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	+ Number of questions matches instructions
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 |  |
| Recommendations |  |
| **Week 9** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
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* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
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* Assignment settings
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* Assessments
	+ Number of questions matches instructions
	+ Question text is without errors
 |  |
| Recommendations |  |
| **Week 10** |  |
| * Introduction and Instruction/Lecture
* Text is free of errors
* Each link opens in a new window and links to the correct site
* References and in-text citations are correct (if present)
* Objectives
	+ Verbs are measurable
	+ Are taught and assessed
 |  |
| Learning Activities and Assignments* Align with course and weekly objectives
* Text on page is error free
* Directions are clear and complete
* Videos/animations load/run smoothly
* Each link opens in a new window and links to the correct site
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* Assessments
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 |  |
| Recommendations |  |
| **Week 11** |  |
| * Introduction/Course wrap-up
* Text is free of errors
* Each link opens in a new window and links to the correct site
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 |  |
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| Recommendations |  |