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| --- | --- |
| **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 * 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 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 * 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 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 * 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 9** |  |
| * 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 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 * 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 11** |  |
| * Introduction/Course wrap-up * 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) |  |
| 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 |  |