UND | UNIVERSITY OF NORTH DAKOTA.

Department: _____ **Course #:** _____

Developer/Instructor Name: _____

Online Course Design Checklist	*Meets*
Announcements	
• Welcome video or statement (video preferred)	
• Announcements updated on a regular basis	
Faculty	
• Instructor contact information and office hours	
Syllabus & Textbooks (the syllabus should use approved template)	
• Course name, number, and description	
• Learning goals and objectives; grading policy and rubrics	
• Required policies (course, department, university, support resources)	
• Textbook/resource information (ISBN, textbook photo, links)	
• How to access textbooks and/or Open Educational Resources (OER)	
Schedule	
• Course schedule	
• Due dates for assignments, quizzes, and exams	
Lessons	
• Weekly/regular content folders with learning materials	
o Readings, short videos, lectures (if recordings of on-campus lectures are used at all, they should ONLY supplement materials specifically designed for an online course)	
o Assignments, quizzes, collaboration tools (e.g., wikis, blogs)	
o All course materials posted using Universal Design and accessibility guidelines (e.g., captioned videos, screen-reader friendly documents)	
Exams	
• Exams posted with clear instructions and due dates	
• Proctoring information is provided (if applicable)	
Resources	
• Supplemental materials (e.g., extra articles, links, videos)	
• Include information about tutoring, etc. (Smarthinking, Writing Center, etc.)	
My Grades	
• Grade center where students can view their course performance	

_____   _____

Instructional Designer Approval Signature   **Date**