



# Online Course Development Checklist

## Syllabus (Document)

| Essential Criteria  | Present? |
|---|----------|
| <b>Course Information:</b>  |          |
| Subject number and section number   |          |
| Semester & Year   |          |
| Location  |          |
| Meeting dates & times (if applicable to the course)   |          |
| Current pre- & co- requisites as listed in the <a href="https://www.lonestar.edu/lscs-catalog.htm">LSC Catalog</a><br>( <a href="https://www.lonestar.edu/lscs-catalog.htm">https://www.lonestar.edu/lscs-catalog.htm</a> )             |          |
| Current course description as listed in the <a href="https://www.lonestar.edu/lscs-catalog.htm">LSC Catalog</a><br>( <a href="https://www.lonestar.edu/lscs-catalog.htm">https://www.lonestar.edu/lscs-catalog.htm</a> )                |          |
| Current Student Learning Outcomes (SLO's) as listed in the <a href="https://www.lonestar.edu/lscs-catalog.htm">LSC Catalog</a><br>( <a href="https://www.lonestar.edu/lscs-catalog.htm">https://www.lonestar.edu/lscs-catalog.htm</a> ) |          |
| Core Curriculum competencies are listed (if applicable to course)   |          |
| Required textbooks and/or materials are listed  |          |
| Technology requirements are listed.<br>Include hardware & software required to participate in the course.<br>(Webcam, microphone, MS Office, Respondus Lockdown Browser, publisher site, etc.)  |          |
| Important Dates for Students:<br>Official Day Record (ODR)<br>Last day to Withdraw (W)<br>Campus closures/Holidays<br>Final Exam (if applicable)  |          |
| <b>Instructor Contact Information:</b>  |          |
| Name  |          |
| Email   |          |
| Office Phone  |          |
| Office Location (Physical and/or Virtual)<br>Virtual Office Link (Personal Webex room, see <a href="https://lonestar.webex.com/">https://lonestar.webex.com/</a> )  |          |
| Office Hours (Physical and/or Virtual)  |          |
| Best method of contact (LSC email, D2L email, phone, etc.)  |          |
| Communication Policy/ Response Time:<br>Response time for course questions is listed<br>Response time is no greater than 48 hours   |          |
| Department/Division Contacts  |          |
| <b>Policies &amp; Procedures:</b>   |          |
| Grading Policy/Distribution (weighted vs. points)<br>Instructor grading & feedback turn-around time is provided   |          |
| Testing Requirements (if applicable)<br>Proctoring service, technology requirements, scheduling procedures  |          |
| Attendance & Participation<br>ODR Activity/Assignment   |          |
| Netiquette/Course Communication<br>Use of Discussion Boards is clearly explained  |          |
| Late & Makeup Work  |          |
| LSC Policies ( <a href="https://www.lonestar.edu/syllabus-policies">https://www.lonestar.edu/syllabus-policies</a> )  |          |
| <ul style="list-style-type: none"> <li>• <a href="#">FERPA</a></li> <li>• <a href="#">Title IX</a></li> <li>• <a href="#">Academic Integrity</a></li> <li>• <a href="#">Academic Appeals</a></li> </ul>                                 |          |

| Essential Criteria  | Present?                 |
|---|--------------------------|
| <ul style="list-style-type: none"> <li>• <a href="#">ADA 504/508</a></li> <li>• <a href="#">Emergency Procedures</a></li> <li>• <a href="#">Concealed Carry</a></li> <li>• <a href="#">Veteran's Services</a></li> <li>• <a href="#">Equal Opportunity</a></li> </ul> |                          |
| Statement indicating Syllabus as a formal academic agreement between the faculty and the student  | <input type="checkbox"/> |
| <b>Course Outline/Schedule includes:</b>  |                          |
| Learning objectives   |                          |
| Required readings and learning activities   |                          |
| Required synchronous activities   |                          |
| Due dates for graded assignments  |                          |
| <b>Syllabus has been checked for ADA Compliance. To verify using Microsoft Word:</b><br><b>File menu &gt; "Check for Issues" &gt; "Check Accessibility."</b><br><a href="https://vtac.lonestar.edu/help/a024">https://vtac.lonestar.edu/help/a024</a>                 |                          |

| Exemplary Criteria   | Present? |
|--|----------|
| <b>Course Information:</b>   |          |
| Recommended/Optional textbooks and materials   |          |
| A supplemental document to provide images of the book(s) with ISBN numbers for student reference               |          |
| Links are provided for required technology (hardware & software)   |          |
| <b>Instructor Information:</b>   |          |
| Alternate phone (Google Voice, etc.)   |          |
| Turn-around response time stated at 24 hours   |          |
| Specific times for weekday and weekend communications  |          |
| Holiday/Away communication policies  |          |
| <b>Course Policies:</b>  |          |
| Course-related question procedures (discussion board, email, document, etc.)                                   |          |
| <b>Course Outline/Schedule:</b>  |          |
| Consistent structure for graded activities (e.g. all homework assignments due on Friday's, exams on Monday's). |          |

## Course Content

### Accessibility (ADA Compliance)

To ensure students can access all course content and activities, the course must be developed following accessibility standards. Course activities and/or content may require adjustment to meet student accommodations. Students must acquire an official accommodation from the [Lone Star College Disability Services](#) office and inform the instructor of any necessary accommodations. The following resources are available to aid in the development and verification of accessible course content:

- [Accessibility at Lone Star College](#)
  - [Accessibility Quick Reference Guide](#)
    - MS Word, PowerPoint, & Excel
    - PDFs
    - Web pages
    - Video & Audio
    - Math
    - Google Docs & Slides
- [Automated Accessibility Checkers](#)
  - MS Word, PowerPoint, & Excel
  - Adobe Acrobat (PDFs)
  - D2L & Web pages

## Announcements

| Essential Criteria  | Present? |
|---|----------|
| <b>“Welcome” announcement posted directing students to view Content</b>   |          |
| Informs students to view “Start Here” or Course Introduction module. See <a href="#">Module Development</a>   |          |
| Introduces instructor & provides contact information  |          |
| <b>Timely announcements are written with short snippets of information including, but not limited to:</b>   |          |
| Reminders of upcoming due dates   |          |
| Reminders to complete specific tasks (include link, if applicable)  |          |
| Interruption in services (D2L, proctoring, publisher sites, etc.)   |          |
| Instructor updates  |          |
| <b>Announcement reminding students to complete course evaluation</b><br>( <a href="https://vlac.lonestar.edu/help/a290">https://vlac.lonestar.edu/help/a290</a> ) |          |

| Exemplary Criteria  | Present? |
|---|----------|
| Announcements include purposeful images that are appropriately sized.   |          |
| Personalized announcement for course closure that can reflect comments regarding the end of course, posting of grades, etc. |          |

## Module Development

| Essential Criteria   | Present? |
|--|----------|
| <b>“Start Here” or Course Introduction module that includes:</b>   |          |
| Course Syllabus or instructions how to access course syllabus  |          |
| Description of course structure & pace<br>Sequential vs. self-paced?<br>Can students work ahead?   |          |
| Directions on how to navigate the course (if applicable, how to access & navigate publisher site)  |          |
| Communication policies   |          |
| Grading procedures<br>How to access feedback for grades (D2L and/or publisher sites)   |          |
| <b>Content/Learning Modules:</b>   |          |
| Organized to follow Course Outline/Schedule as listed in Syllabus  |          |
| Labeled appropriately for course structure (weeks, chapters, units, etc.)  |          |
| Include the Student Learning Outcomes (SLO’s) covered in the module  |          |
| Contain working links for all content<br>Course content links to relevant D2L activities and/or tools (assignments, quizzes, discussions, Webex, etc.)   |          |
| Content labeling is consistent throughout modules (reading, homework, group activity, etc.)  |          |
| <b>Student Resources module includes information and/or links to course support and college services:</b>  |          |
| Course & Technical Support<br><a href="#">Virtual Learning Assistance Center (VLAC)</a><br><a href="#">Student Technical Support</a><br><a href="#">New to Online Learning</a><br><a href="#">SmarterMeasure Online Assessment Tool</a><br><a href="#">OTS Student Technology Support</a><br><a href="#">LSC Student Provided Software</a> |          |
| Student Services & Resources<br><a href="#">Disability Services</a><br><a href="#">Brainfuse Tutoring</a><br><a href="#">LSC Tutoring</a><br><a href="#">Student Services</a>  |          |

| Essential Criteria                    | Present? |
|---------------------------------------|----------|
| <a href="#">Financial Aid</a>         |          |
| <a href="#">Veterans Services</a>     |          |
| <a href="#">Advising</a>              |          |
| <a href="#">LSC Programs of Study</a> |          |
| <a href="#">LSC Career Services</a>   |          |

| Exemplary Criteria   | Present? |
|--|----------|
| <b>“Start Here” or Course Introduction module includes:</b>  |          |
| Instructor utilizes a “HOOK” to grab the audience/student  |          |
| An introduction video explaining the course syllabus, structure and navigation   |          |
| Separate document/file listing due dates & activities  |          |
| <b>Content/Learning Modules include:</b>   |          |
| Summary of specific topics, activities, objectives, assignments, etc. in one place for clear student understanding.    |          |
| Weekly and/or unit-level outcomes to show student learning progression   |          |
| Clearly stated and measurable objectives and/or outcomes that refer back to the Student Learning Outcomes (SLO’s)      |          |
| Varied instructional methods that use technology to support multiple learning styles following:                        |          |
| Methods and techniques listed in <a href="#">LSC-Online Recommended Practices in Online Course Design and Delivery</a> |          |
| Assessment, engagement & communication tools examples listed in <a href="#">VTAC</a> .                                 |          |
| Layouts and formatting that follow best practices, such as:  |          |
| Consistent font styles and colors  |          |
| Short/brief/concise sentences  |          |
| Lists (bulleted or numbered, where applicable)   |          |
| Ample white space  |          |
| Purposeful images  |          |

## Course Activities, Assignments, & Grades

| Essential Criteria   | Present? |
|--|----------|
| <b>Course includes multiple opportunities for interaction among:</b>   |          |
| 1. Students working with the course content  |          |
| 2. Students working with each other in the course (group work)   |          |
| 3. Students working with the instructor  |          |
| <b>Required assignment or course activity for Official Day Record (ODR)</b>  |          |
| <b>Required and/or Graded Discussion Boards include:</b>   |          |
| Posting requirements (length, formatting, etc.)  |          |
| Initial/first post and reply expectations  |          |
| <b>Clear and concise directions are provided for all activities and assignments to ensure successful completion by the student</b> |          |
| <b>Grades are posted in D2L and/or publisher site</b>  |          |
| Accurately reflects Syllabus grading distribution  |          |

| Exemplary Criteria  | Present? |
|---|----------|
| Course includes Discussion Board to facilitate course questions   |          |
| Optional and/or extra credit assignments are clearly labeled and include due dates                                  |          |
| Assignment grading criteria and/or expectations for success are clearly defined                                     |          |
| Rubrics are associated/included with assignments and activities   |          |
| Personalized end-of-course survey is provided to allow students the opportunity to provide course-specific feedback |          |
| Offer extra credit for student completion of end-of-course survey   |          |