

Online Course Quality Design and Accessibility Standards Checklist

Overview and Introduction

- The syllabus meets Helena College guidelines and requirements, specifically:
 - Instructor Information
 - Course description
 - Learning Outcomes
 - Attendance and Participation Policy
 - Grading Policy
 - Schedule of assignments, activities, and assessments
 - Accessibility policies
 - Link to Disability Services for Students website
- Content is coherent and cohesive
- Navigation is logical and consistent
- Course is ready for students

Learning Outcomes

- Assignment outcomes are clearly stated and align with course objectives
- Program/Gen Ed Core Outcomes are addressed
- Activities and assessments grow from learning outcomes

Assessment

- Course includes:
 - Formative assessment (ongoing - monitor student learning)
 - Summative assessments (concluding - evaluate student learning)
- Feedback is built into all assessments
- Feedback allows for revision and continual improvement of learning experiences
- Grading criteria is clear and easily accessed, including scoring guides and rubrics.
- Assessments reflect authentic experiences whenever possible.

Resources and Tools

- Course resources and materials directly align with the course learning outcomes
- Resources enrich course content and serve a specific purpose
- Resources are appropriately cited

Learner Interaction

- Instructor availability and response time are clearly communicated
- Course design requires the instructor's presence and active facilitation
- Course design includes regular student interaction through:
 - Student-student engagement
 - Student-instructor engagement
 - Student-content engagement
- Expectations for student engagement are clearly stated

- Content utilizes various instructional tools and media types to engage different learning styles

Course Technology

- Technological tools and media improve student learning and support student engagement

Learner Support

- Course provides links to support services in a prominent place
- Course includes instructions (or links) for all required technologies and tools used

Accessibility

- Course incorporates accessible design features, including:
 - Word Documents
 - Title and headings use style tags
 - Bold, italics, underlining replaced with style tags
 - Color issues
 - Significant color contrast between text and background
 - Color not the only method used to convey meaning
 - Style tags for emphasis, not highlighting
 - Bulleted/numbered lists created with list tool
 - Descriptive hyperlinks
 - Alternative (Alt) Text for images, charts, graphics, etc.
 - Tables
 - Created using table tool, not by manually tabbing over
 - Header row defined
 - “Repeat header row” selected
 - Logical reading order
 - Word documents are recommended to be saved as PDF
 - Appropriate use of color
 - Significant color contrast between text and background
 - Color not the only method used to convey meaning
 - Style tags for emphasis, not highlighting
 - Descriptive hyperlinks
 - Accessible file formats (PDF recommended)
 - Alt Text for images, charts, graphs, etc.
 - Time-synced, accurate closed captions for all video content linked to or embedded in course
 - Text transcripts for audio-only content
 - Text transcripts for video content (optional but ideal)