

DIGITAL COURSE READINESS CHECKLIST

For Online, Hybrid, and Web-Enhanced Courses

BEFORE DAY ONE

Section 1 | INTRODUCTION TO THE COURSE

The course...

- ☐ A. Home page welcomes students to the course.
- ☐ B. First module orients the students to the course.
- ☐ C. Instructor contact information and communication preferences are easy to locate.
- ☐ D. Required technologies are functional and include student access instructions.
- ☐ E. Syllabus contains required information and is located in the course navigation.

Section 2 | DESIGN AND GRADING

The course...

- ☐ A. Contains instructional content and learning activities.
- ☐ B. Graded activities include clear instructions.
- ☐ C. Major assignments include grading criteria.
- ☐ D. Due dates are present on all gradable content.
- ☐ E. Canvas gradebook setup aligns with the breakdown of grades in the course syllabus.
- ☐ F. Includes practices that promote academic integrity.

Section 3 | USABILITY AND ACCESSIBILITY

The course...

- ☐ A. Is organized into sequential modules.
- ☐ B. Uses the standard navigation order.
- ☐ C. Internal and external links are functional and available to the learner.
- ☐ D. Media is embedded in the course, when possible.
- ☐ E. Utilizes a clear and consistent naming convention for documents and pages.
- ☐ F. Demonstrates no detectable accessibility issues.
- ☐ G. Is set to publish by the 1st day of the term.