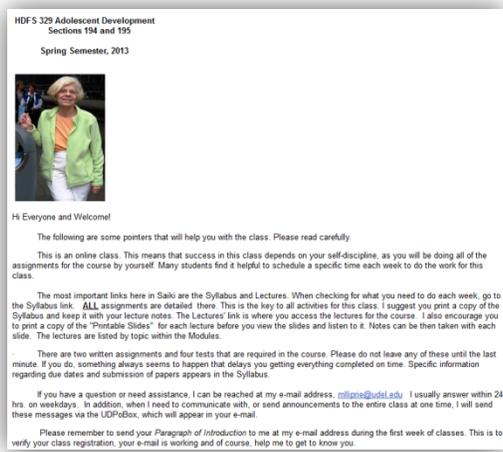


# Initial Assessment of Course Design for UD Online Courses

Review the following checklist to ensure your course is meeting distance education standards

Task		Helpful Information
1	<p>___ <b>Home page tool:</b> can be used for student navigation instructions and faculty information.</p>	<p>How will students know how to begin your course? Is it clear to the students or do they need to guess how to start?</p> <p style="text-align: center;">Example: Faculty introduction</p> 
2	<p>___ <b>Faculty introduction:</b> provide this information in the first lecture, in the syllabus, or in a separate web page like the Home page.</p>	<p>Who are you and why do you teach? What do you love about your discipline? What are the challenges to this discipline?</p>
3	<p>___ <b>Syllabus:</b> current and designed specifically for online students.</p>	<p><a href="http://www.wpi.edu/Academics/ATC/Collaboratory/Teaching/syllabus.html">http://www.wpi.edu/Academics/ATC/Collaboratory/Teaching/syllabus.html</a> (from Worcester Polytechnic Institute)</p> <p><a href="http://cte.udel.edu/instructional-topics/designing-courses/designing-learning-centered-syllabus.html">http://cte.udel.edu/instructional-topics/designing-courses/designing-learning-centered-syllabus.html</a> (UD)</p>
4	<p>___ <b>Assessments:</b> clearly defined and designed for your distance students. Consider <b>transforming your assignments</b>, not just transferring them online.</p>	<p>Do you take extra time in a F2F class to help students understand the assignment? Take the time to provide this extra support to your distance students too. Write it out, provide a rubric, or narrate the instructions. See: <a href="http://web.njit.edu/~ronkowitz/teaching/rubrics/index.htm">http://web.njit.edu/~ronkowitz/teaching/rubrics/index.htm</a></p>

5	<p>___ <b>Content:</b> audible and accessible and the links are correct and updated.</p>	<p>Please make sure all of your links work and are not broken. Confirm the quality of your audio and video. Click your links every semester!</p>
6	<p>___ <b>Faculty/student communication:</b> review and confirm how you will communicate.</p>	<p>Determine what methods you will use to communicate with your students. Will you have students work together? How? What tools will you use to facilitate interaction?</p>
	<p style="text-align: center;"><b>Communication Option</b></p> <p>___ <b>Adobe Connect:</b> web conferencing software that allows you to connect synchronously with your students using audio, PowerPoint slides, text, and application sharing, synchronous white board applications.</p>	<p>If you would like to use the Adobe Connect tool, please make sure that you attend training and then add the tool to your course.</p> <p>For more information or to schedule a consultation, contact Academic Technology Services (ATS):  <a href="http://ats.udel.edu/connect/">http://ats.udel.edu/connect/</a></p>
7	<p>___ <b>Presentation of information:</b> organized and logical</p>	<p>How do you want to present your course content (lectures)? Below are some of the content authoring software tools available.</p> <p><b>Articulate</b>  <a href="http://www.articulate.com/products/studio.php">http://www.articulate.com/products/studio.php</a></p> <p><b>Authorpoint</b>  <a href="http://www.authorgen.com/authorpoint/index.htm">http://www.authorgen.com/authorpoint/index.htm</a></p> <p><b>iSpring</b>  Free: <a href="http://www.ispringsolutions.com/free-elearning-suite">http://www.ispringsolutions.com/free-elearning-suite</a>  Pay: <a href="http://www.ispringsolutions.com/ispring-pro">http://www.ispringsolutions.com/ispring-pro</a></p>
8	<p>___ Link to recommended <b>UD Online Help</b> resources as “Web Content.”</p>	<p style="text-align: center;"><a href="http://www.pcs.udel.edu/udonline/start/">http://www.pcs.udel.edu/udonline/start/</a></p>
9	<p>___ Link to <b>Student Online Course Evaluations</b> as “Web Content.”</p>	<p style="text-align: center;"><a href="http://www.udel.edu/udsis-students/courseevaluations.html">http://www.udel.edu/udsis-students/courseevaluations.html</a></p>