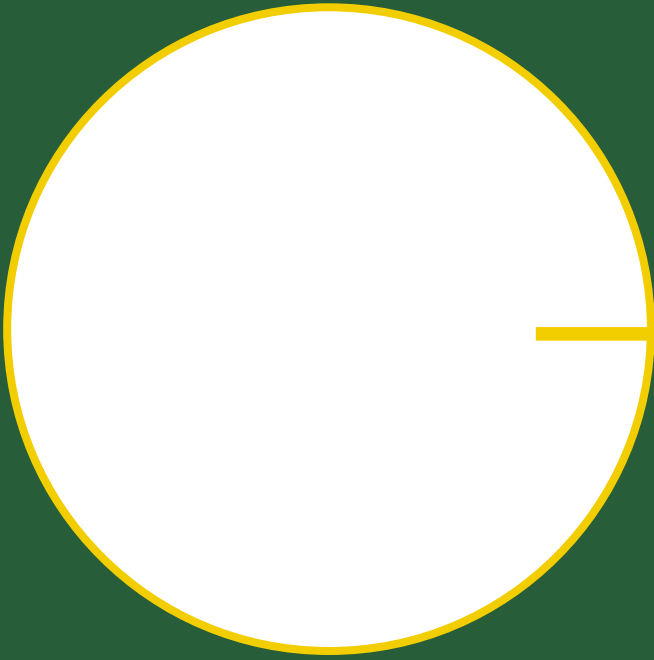# COURSE QUALITY CHECKLIST
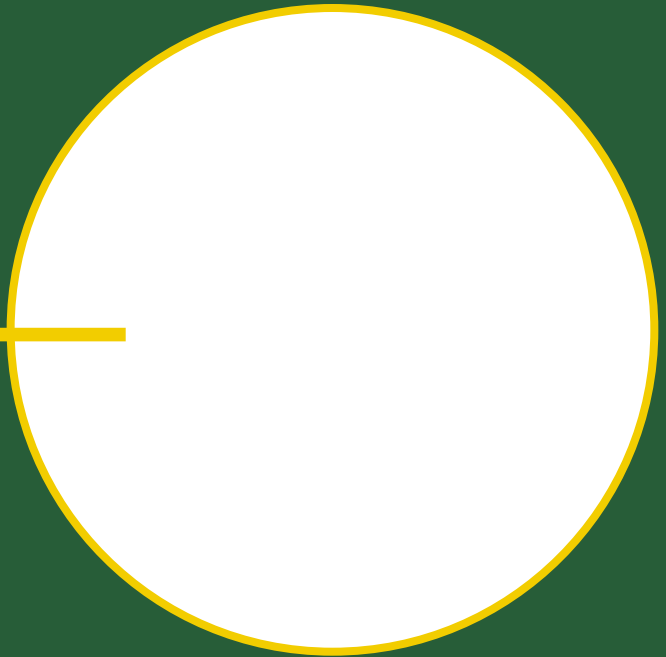
A Simple, Self-Guided Tool To Elevate Your Online Course
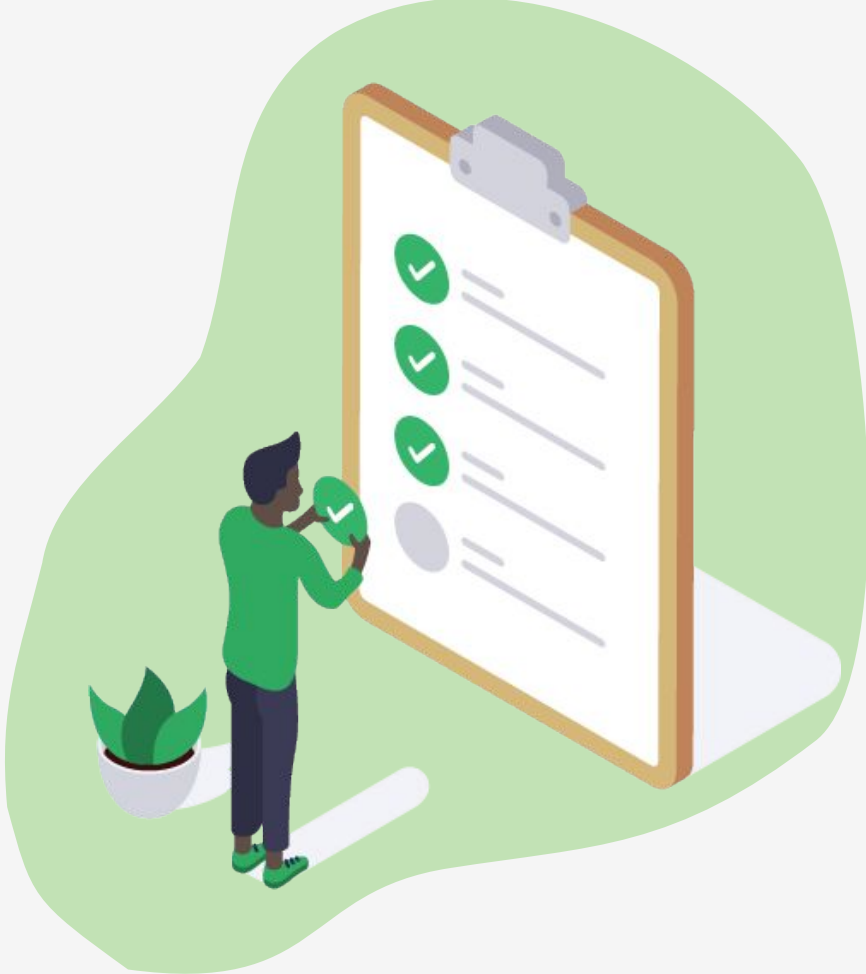
UNIVERSITY OF ALBERTA

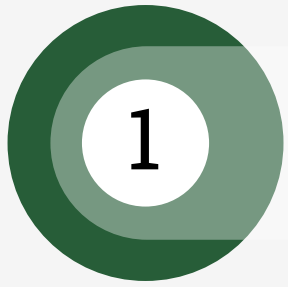**Shereen Seoudi**
Senior Instructional Designer
Online Learning and Continuing Education

Monica Lucarini
Learning Experience Developer
Online Learning and Continuing Education

1 Learning Outcomes

2 Visual Appearance

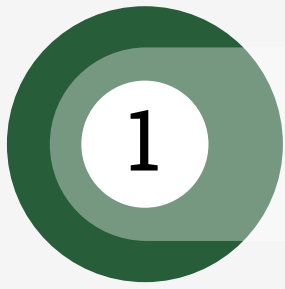3 Content Organization

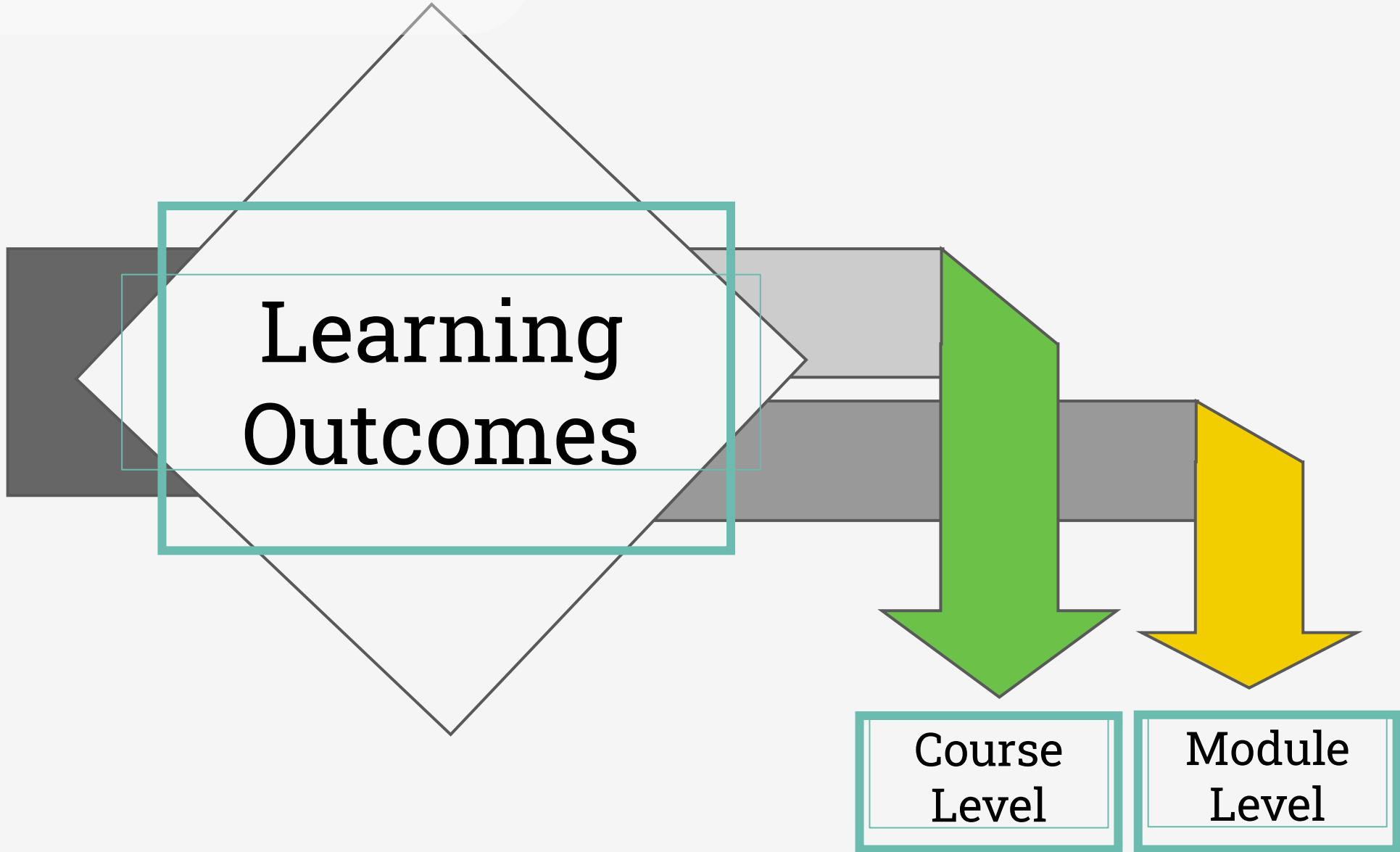4 Media and Resources

5 Engagement Strategy

6 Assessment Strategy

7 Assessment Quality

8 Accessibility

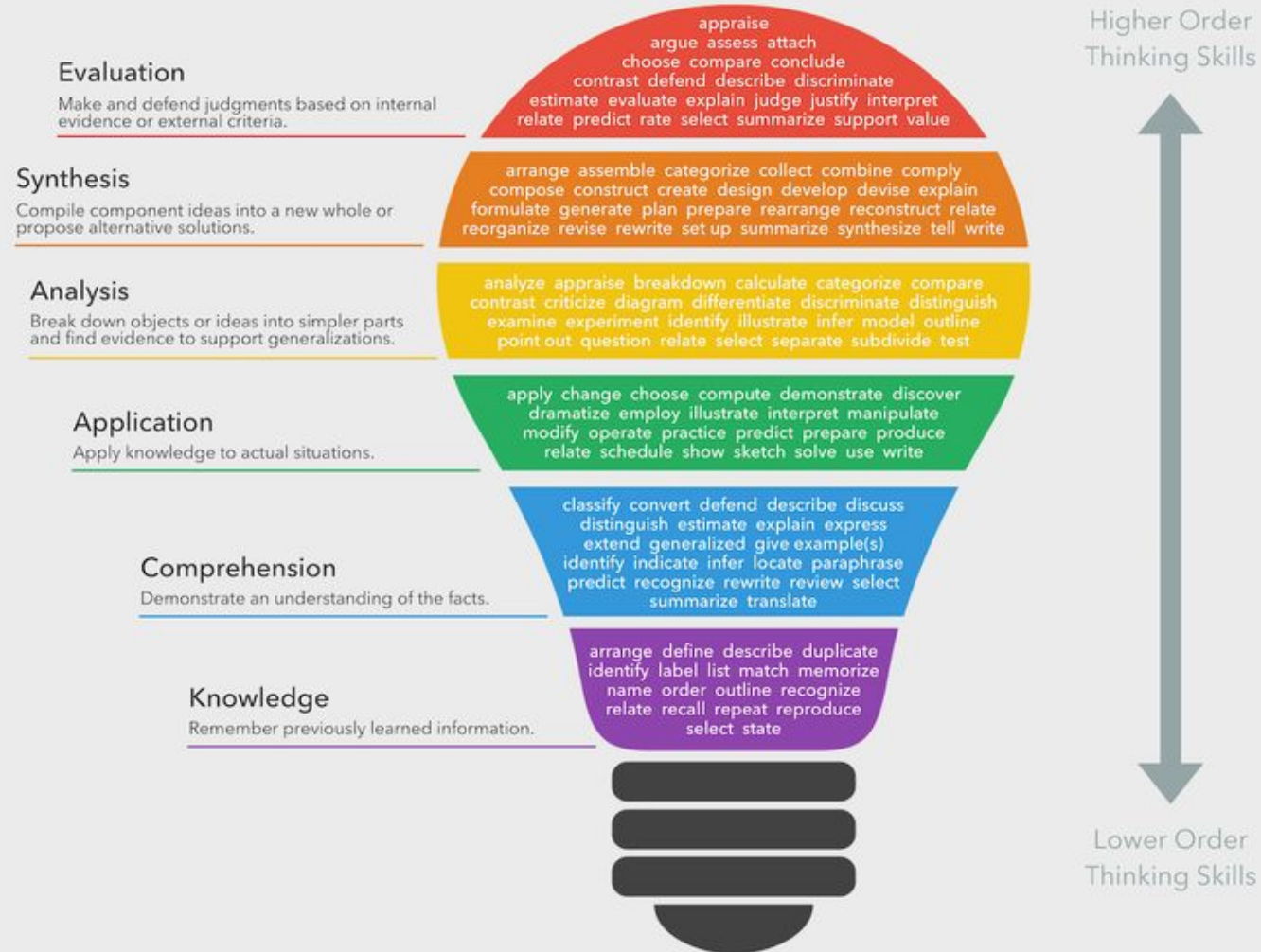# Learning Outcomes

Course Level

Module Level

Bloom's Taxonomy Verbs

Evaluation
Make and defend judgments based on internal evidence or external criteria.

appraise
argue assess attach
choose compare conclude
contrast defend describe discriminate
estimate evaluate explain judge justify interpret
relate predict rate select summarize support value

Synthesis
Compile component ideas into a new whole or propose alternative solutions.

arrange assemble categorize collect combine comply
compose construct create design develop devise explain
formulate generate plan prepare rearrange reconstruct relate
reorganize revise rewrite set up summarize synthesize tell write

Analysis
Break down objects or ideas into simpler parts and find evidence to support generalizations.

analyze appraise breakdown calculate categorize compare
contrast criticize diagram differentiate discriminate distinguish
examine experiment identify illustrate infer model outline
point out question relate select separate subdivide test

Application
Apply knowledge to actual situations.

apply change choose compute demonstrate discover
dramatize employ illustrate interpret manipulate
modify operate practice predict prepare produce
relate schedule show sketch solve use write

Comprehension
Demonstrate an understanding of the facts.

classify convert defend describe discuss
distinguish estimate explain express
extend generalized give example(s)
identify indicate infer locate paraphrase
predict recognize rewrite review select
summarize translate

Knowledge
Remember previously learned information.

arrange define describe duplicate
identify label list match memorize
name order outline recognize
relate recall repeat reproduce
select state

Higher Order Thinking Skills

Lower Order Thinking Skills

1 > Learning Outcomes

☑ Are the course learning outcomes clear, observable, and measurable?

☑ Are the course learning outcomes listed in the syllabus and/or Getting Started/Welcome module?
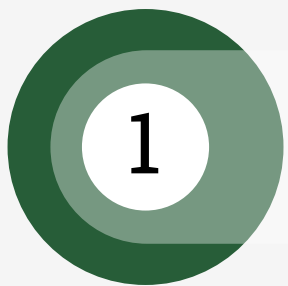
☑ Are there module-level learning outcomes derived from the course-learning outcomes and listed at the start of each module?

☑ Are the course and module learning outcomes appropriate for the course rigour and suited for the course level, title, and catalog description?

☑ Are the course-learning outcomes aligned with assessments and course content/instructional materials?

Backward Design

OUTCOME

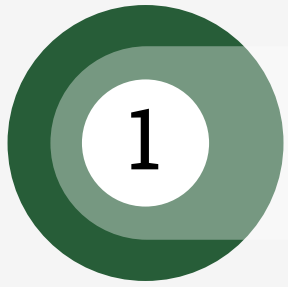What do I want the learners to know and do?

ASSESSMENT

What evidence will I accept as proof of their learning?

INSTRUCTIONAL MATERIALS

What content is needed to help the learners succeed?

1 Learning Outcomes

2 Visual Appearance

3 Content Organization

4 Media and Resources

5 Engagement Strategy

6 Assessment Strategy

7 Assessment Quality

8 Accessibility

2 ❯ Visual Appearance

✅ Does the course match the University of Alberta branding?

✅ Are the pages and/or components used in the pages of the course consistent with the other modules?

✅ Are there icons used consistently throughout the course as visual cues?

✅ Are the text heavy pages broken up using decorative images, page breaks, and/or subheadings?

The Value of Group Work

In a world where complexity is the norm and challenges are multifaceted, the ability to collaborate effectively has become a fundamental skill. Group work, often underestimated, stands as a powerful catalyst for success in both academic and professional settings.

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and

Creativity flourishes in the fertile soil of collaboration, where diverse perspectives intersect, and ideas spark innovation. Let's delve into how group work enhances creativity:

1. **Cross-Pollination of Ideas:** Group work brings together individuals with varied backgrounds, expertise, and viewpoints. Through open dialogue and brainstorming sessions, diverse ideas merge, evolve, and inspire novel solutions to complex problems.

2. **Synergy of Minds:** The collective intelligence of a group transcends the sum of its parts. As members bounce ideas off one another, creativity flourishes, fueled by the fusion of complementary skills, experiences, and imaginations.

Some of the best ideas are generated in a group setting. Figure 1.1 illustrates that 78% of the learners at the University of Bears find that their learning is expanded when completing a group assignment in comparison to an individual assignment.

The Value of Group Work

In a world where complexity is the norm and challenges are multifaceted, the ability to collaborate effectively has become a fundamental skill. Group work, often underestimated, stands as a powerful catalyst for success in both academic and professional settings.

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:**

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

The use of sub-headings

1. **Challenges:**
   ...agement and ...imes, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement A**
   Group members o
   reassurance durin
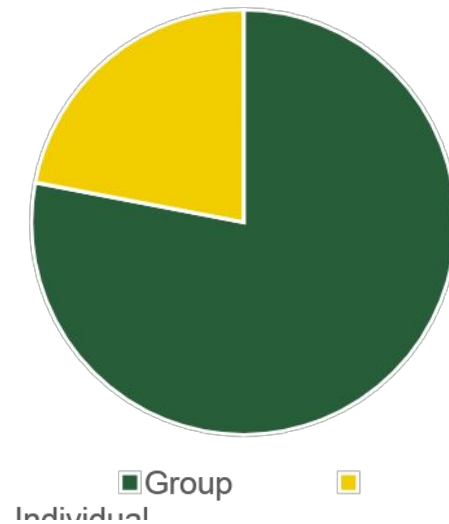   resilience and pers
   obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

The use of page breaks

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.
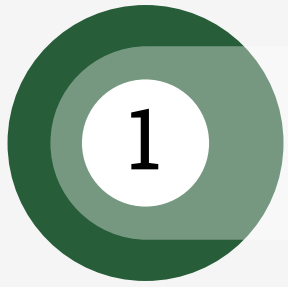
Enhanced Creativity

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** ...gement and ...nes, fostering ...the face of

The use of decorative images

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

2. **Synergy of Minds:** The collective intelligence of a group transcends the sum of its parts. As members bounce ideas off one another, creativity flourishes, fueled by the fusion of complementary skills, experiences, and imaginations.

Some of the best ideas are generated in a group setting. Figure 1.1 illustrates that 78% of the learners at the University of Bears find that their learning is expanded when completing a group assignment in comparison to an individual assignment.

■Group ■
Individual

Figure 1.1

1. Learning Outcomes

2. Visual Appearance

3. Content Organization

4. Media and Resources

5. Engagement Strategy

6. Assessment Strategy

7. Assessment Quality

8. Accessibility

3 ⟩ **Content Organization**

✓ Do the modules have consistent structure (e.g. module introduction, module conclusion, etc.)?

✓ Does the course have a welcome module that includes items such as syllabus, important resources, meet your instructor, course learning outcomes?

✓ Do the course modules have consistent naming conventions (e.g. weeks, modules)?

✓ Does the content of the module allow for learners to meet the learning outcomes and successfully complete assessments?

✓ Is the learner's workload appropriate given the course requirements?
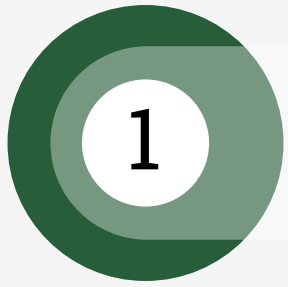
1 | Learning Outcomes

2 | Visual Appearance

3 | Content Organization

4 | Media and Resources

5 | Engagement Strategy

6 | Assessment Strategy

7 | Assessment Quality

8 | Accessibility

4 › Media and Resources

✓ Is content in the course being presented in multiple ways (e.g. video, infographics, text, pdfs, etc.)?

✓ Are the videos (recorded or pre-existing) in the course purposefully selected and of appropriate length?
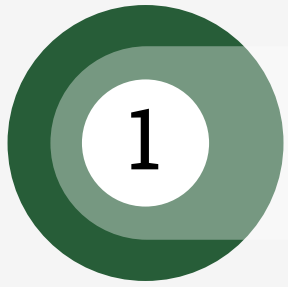
✓ Are informative images being used as a method of delivering content (e.g. graphs, infographics, diagrams, etc.)?

✓ Are external resources (e.g. as articles, websites, library resources, reading lists, or online textbooks) being used to support learning and clearly identified as mandatory or optional?

1 Learning Outcomes

2 Visual Appearance

3 Content Organization

4 Media and Resources

5 Engagement Strategy

6 Assessment Strategy

7 Assessment Quality

8 Accessibility

5 ＞ **Engagement Strategy**

Does the instructor have a clear and regular plan for establishing presence and interacting with learners (e.g. a welcome video, regular announcements, engagement in discussion forums, recorded lectures)?
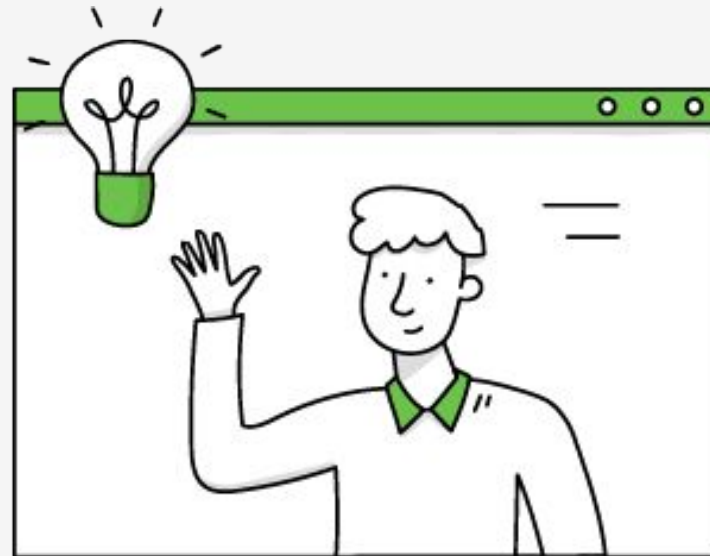
Instructor - Learner Interaction

Are learners given an opportunity to interact with one another (e.g. group work, discussions, instant messaging platforms, etc.)?

Learner - Learner Interaction

5 > **Engagement Strategy**

✔ Are there opportunities for learners to actively engage with the course content? (e.g. reflection questions, and learning activities)?

Learner - Content Interaction
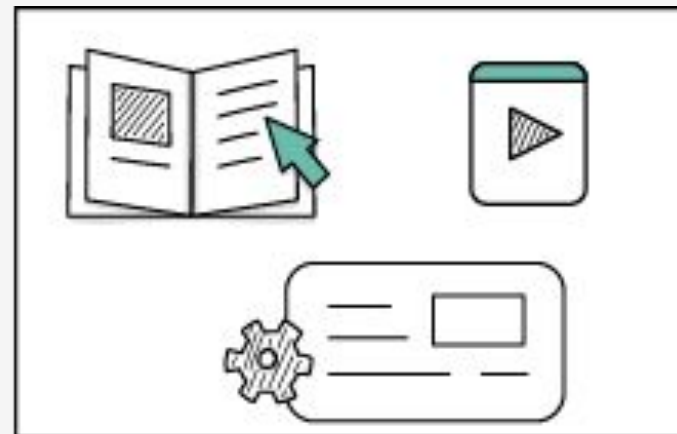
5 > **Engagement Strategy**

Does the instructor have a clear and regular plan for establishing presence and interacting with learners (e.g. a welcome video, regular announcements, engagement in discussion forums, recorded lectures)?

Are learners given an opportunity to interact with one another (e.g. group work, discussions, instant messaging platforms, etc.)?

Are there opportunities for learners to actively engage with the course content? (e.g. reflection questions, and learning activities)?
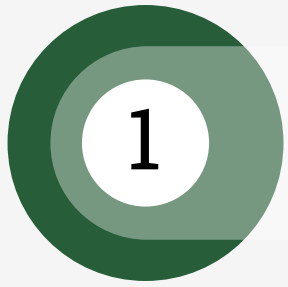
1 Learning Outcomes

2 Visual Appearance

3 Content Organization

4 Media and Resources

5 Engagement Strategy

6 Assessment Strategy

7 Assessment Quality

8 Accessibility

6 〉 **Assessment Strategy**

Are the course assessments in alignment with the learning outcomes?

Is the assessment strategy clearly outlined in the syllabus including assignment dates, details, and weightings?

Are the assessment weightings evenly distributed over the course of the term?

Does the course include formative assessments along with constructive feedback to help learners evaluate their learning?
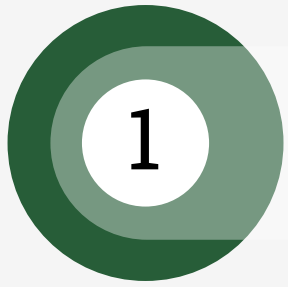
1 Learning Outcomes

2 Visual Appearance

3 Content Organization

4 Media and Resources

5 Engagement Strategy

6 Assessment Strategy

7 Assessment Quality

8 Accessibility

7 > Assessment Quality

☑ Do learners have the opportunity to demonstrate their learning through different types of assignments (e.g. written, oral, or visual)?
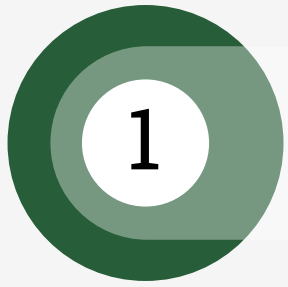
☑ Are assessment instructions/questions clear and easy to follow?

☑ Is there a rubric that clearly explains the success criteria upon which each assessment will be graded?

☑ Does instructor feedback align with the rubric and provide learners with a clear direction for improvement?

1. Learning Outcomes

2. Visual Appearance

3. Content Organization

4. Media and Resources

5. Engagement Strategy

6. Assessment Strategy

7. Assessment Quality

8. Accessibility

8 › Accessibility

☑ Do all informative images have appropriate alternative text or explained in surrounding paragraphs?

☐ Do graphics, text, and any other media follow the accessibility standard for colour contrast?

☐ Do all hyperlinks include descriptive text?

☐ Do all videos/audio clips have closed captions and/or a downloadable transcript?

☐ Do content pages follow appropriate heading structure (h1-h6)?

The Value of Group Work

In a world where complexity is the norm and challenges are multifaceted, the ability to collaborate effectively has become a fundamental skill. Group work, often underestimated, stands as a powerful catalyst for success in both academic and professional settings.

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.

Enhanced Creativity

atter.

:

ment and
s, fostering
e face of

f

vork,

old their responsibilities and

Let's explore the myriad benefits of embracing group work as a strategic approach to tackling challenges and maximizing outcomes.

Support and Motivation

Support and motivation within group dynamics serve as indispensable pillars, elevating collaborative efforts and driving individuals towards collective goals. Here's why they matter:

1. **Encouragement Amid Challenges:** Group members offer encouragement and reassurance during difficult times, fostering resilience and perseverance in the face of obstacles.

2. **Shared Accountability:** A sense of accountability permeates group work, compelling each member to uphold their responsibilities and contribute to the collective endeavor.
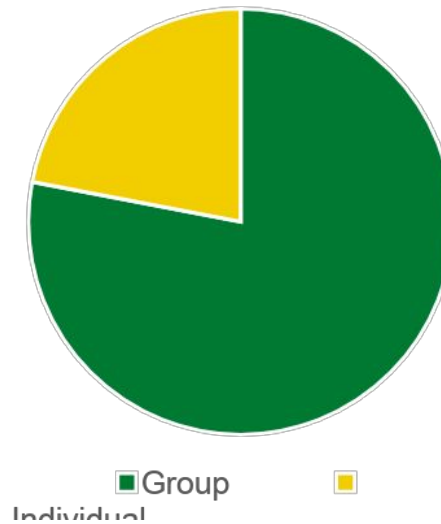
Enhanced Creativity

2. **Synergy of Minds:** The collective intelligence of a group transcends the sum of its parts. As members bounce ideas off one another, creativity flourishes, fueled by the fusion of complementary skills, experiences, and imaginations.

Some of the best ideas are generated in a group setting. Figure 1.1 illustrates that 78% of the learners at the University of Bears find that their learning is expanded when completing a group assignment in comparison to an individual assignment.


■Group   ■
Individual

Figure 1.1

2. **Synergy of Minds:** The collective intelligence of a group transcends the sum of its parts. As members bounce ideas off one another, creativity flourishes, fueled by the fusion of complementary skills, experiences, and imaginations.

Some of the best ideas are generated in a group setting. ==Figure 1.1 illustrates that 78% of the learners at the University of Bears find that their learning is expanded when completing a group assignment in comparison to an individual assignment.==
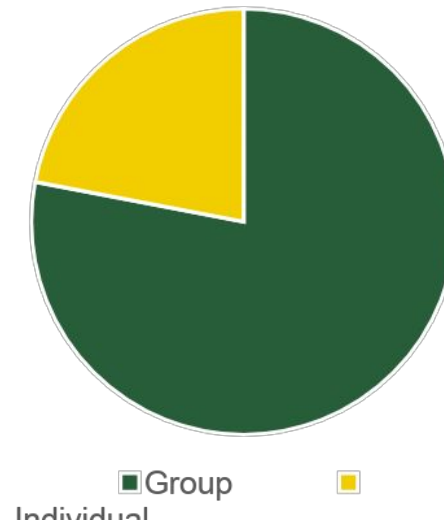
Figure 1.1
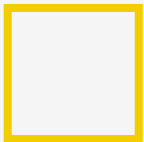
8 > Accessibility

☑ Do all informative images have appropriate alternative text or explained in surrounding paragraphs?

☑ Do graphics, text, and any other media follow the accessibility standard for colour contrast?

☐ Do all hyperlinks include descriptive text?

☐ Do all videos/audio clips have closed captions and/or a downloadable transcript?

☐ Do content pages follow appropriate heading structure (h1-h6)?

8 ⟩ **Accessibility**

Black text on a dark green background.

⟩ NOT ACCESSIBLE
Background Colour: #275C37
Foreground Colour (text): #000000
Ratio: **2.67**:1

White text on a gold background.

⟩ NOT ACCESSIBLE
Background Colour: #F2CE00
Foreground Colour (text): #FFFFFF
Ratio: **1.54**:1

Light green text on white background.

⟩ NOT ACCESSIBLE
Background Colour: #FFFFFF
Foreground Colour (text): #6CC24A
Ratio: **2.22**:1
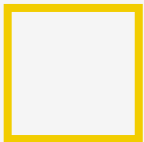
8 〉 Accessibility

- ✅ Do all informative images have appropriate alternative text or explained in surrounding paragraphs?

- ✅ Do graphics, text, and any other media follow the accessibility standard for colour contrast?

- ☐ Do all hyperlinks include descriptive text?

- ☐ Do all videos/audio clips have closed captions and/or a downloadable transcript?

- ☐ Do content pages follow appropriate heading structure (h1-h6)?

8 > **Accessibility**

☑ Do all informative images have appropriate alternative text or explained in surrounding paragraphs?

☑ Do graphics, text, and any other media follow the accessibility standard for colour contrast?

☑ Do all hyperlinks include descriptive text?

❌

Navigate to the following link to learn more:
https://www.ualberta.ca/index.html

✅

Navigate to the **University of Alberta website** to learn more about the different programs the university offers.

8 > Accessibility

☑ Do all informative images have appropriate alternative text or explained in surrounding paragraphs?

☑ Do graphics, text, and any other media follow the accessibility standard for colour contrast?

☑ Do all hyperlinks include descriptive text?

☑ Do all videos/audio clips have closed captions and/or a downloadable transcript?

☑ Do content pages follow appropriate heading structure (h1-h6)?

Thank You

ANY QUESTIONS