Considerations for Online teaching and Learning Checklist

Which of the following have you considered as you have planned your online course;

Learners and Technology

☐Allow for flexibility (learners can access content and participate in learning opportunities at their own pace)

☐Provide choice to help mitigate equity issues

☐Provide opportunities to practice using new tools and technologies in a low stake environment

☐Be available to offer support

Teaching methods

☐Asynchronous (allows students to participate at times convenient to them)

☐Synchronous (students interact in real time, enhances instructor presence)

Organization and content delivery

☐Course outcomes and learning objectives are stated clearly

☐Content is sequenced

☐Content is chunked

☐Content is arranged into modules

☐Distinguish between required and recommended content

☐Shorter videos

☐Bulleted text

☐Break up content with headings

☐Guidance to help budget time

Engagement

☐Assess/Activate prior knowledge

☐Use course analytics to check student engagement

☐Provide opportunities for group work and collaborations

☐Provide opportunities to practice and get feedback

☐ Include Quizzes / self-checks

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Assessments

☐Provide opportunities for students to practice and get feedback

☐Assessments are transparent (rubrics)

☐Assessments are authentic (current events and issues, concrete solutions to real problems)

☐Use student reflections as evidence of learning

☐Include self-assessments

☐Include peer-assessments

☐Include Instructor- assessments

Feedback

To students

☐Timely and actionable (Increases engagement, motivation and aids learning)

☐Utilize Audio and Video feedback

☐Utilize Annotations and comments

☐Consider the timing of assessment and feedback

From students

☐SLEQ

☐Survey Monkey

☐Other

Communication

Course announcements (keep students informed about different aspects of the course)

☐Written ☐Video ☐Audio

☐Emails

☐Offer Office hours

☐Provide opportunities for informal Chats

☐Offer Synchronous sessions