

Evaluation Checklist for Online Courses

Use this self-evaluation checklist to determine what elements of your online course you may want to address before the semester begins. This checklist is both a reminder of effective online teaching practices and an opportunity for self-reflection about your own pedagogical approaches. Keep in mind that this checklist is not exhaustive, and not every item will be equally relevant to your teaching situation. For additional information about each item, click on the number to the left of the item, which will take you to a help resource.

Assessing Students

1	Are your learning objectives specific, measurable, and clear?	<input type="checkbox"/>
2	Do you assign frequent, low-stakes assessments to regularly engage students?	<input type="checkbox"/>
3	Do you scaffold your summative assessments?	<input type="checkbox"/>
4	Do your assignment and activity prompts include a purpose and use clear language?	<input type="checkbox"/>
5	Is the workload appropriate for the discipline and course level?	<input type="checkbox"/>
6	Do you use rubrics for grading and to clarify assignment expectations?	<input type="checkbox"/>
7	Do you use strategies that promote academic integrity in your course?	<input type="checkbox"/>

Delivering Content

8	Does your content prepare students to complete assessments and activities?	<input type="checkbox"/>
9	Do you deliver your content using the appropriate medium for its purpose?	<input type="checkbox"/>
10	Do you use effective visual design to communicate your content clearly?	<input type="checkbox"/>
11	Do you add expertise and relevant examples that contextualize your content?	<input type="checkbox"/>
12	Does your content reflect diverse social identities and life experiences?	<input type="checkbox"/>
13	Are your videos and presentations generally no longer than 15 minutes each?	<input type="checkbox"/>
14	Do you use open educational resources to promote student access and success?	<input type="checkbox"/>
15	Do your videos, documents, pages, and images meet Universal Design standards?	<input type="checkbox"/>

Building Community

16	Do you provide a welcome to students in your Canvas course site?	<input type="checkbox"/>
17	Do students have an opportunity to introduce themselves to their peers?	<input type="checkbox"/>
18	Do you describe your role as the instructor in online discussions?	<input type="checkbox"/>
19	Do you provide guidelines for constructive participation in online discussions?	<input type="checkbox"/>

20	Do your online discussion prompts encourage meaningful peer interaction?	<input type="checkbox"/>
21	Do your students collaborate via shared documents, peer review, or group projects?	<input type="checkbox"/>

Supporting Students

22	Does your syllabus meet university guidelines and reflect the online modality?	<input type="checkbox"/>
23	Are Canvas modules well-organized and appropriately named for easy navigation?	<input type="checkbox"/>
24	Do you provide an orientation for how to navigate your specific Canvas course site?	<input type="checkbox"/>
25	Do you provide student success strategies for online learning?	<input type="checkbox"/>
26	Do you use supportive language in your course materials?	<input type="checkbox"/>
27	Do you assign Canvas Due Dates for assessments and activities?	<input type="checkbox"/>
28	Do you provide a list of academic and technology support resources?	<input type="checkbox"/>
29	Is your course site free of broken links, typos, and outdated information?	<input type="checkbox"/>

Evaluating Teaching

30	Do you ask students for feedback about the course early in the semester?	<input type="checkbox"/>
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Notes

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