

Sample Self-Audit Checklist for Online Course

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Instructional Design

✓	Course Information
	A syllabus that includes learning outcomes, course schedule, instructor info, required materials, assignments, and policies for grading, attendance, and late work
	Assignment list with due dates
	Academic integrity expectations
	Information about academic support (library, learning labs, Writing Center, etc.)
	Information about the textbook, hardware, software, or other requirements
	Requirements for synchronous assignments, meetings, and any proctored testing are explained

✓	Course Design
	Content is structured and sequenced in an organized, logical format (units or lessons)
	Each lesson includes a to-do list
	Course content is described for purpose and/or course objectives
	Instructional delivery methods accommodate multiple learning styles (visual, kinesthetic, musical, interpersonal, intrapersonal, linguistic, logical)
	The course has no broken links
	Font type, size, and color are readable
	Image, audio, and/or video files are good quality, the file size is manageable by the user
	Course abides by copyright and fair use laws
	Course design indicates a conscious effort to comply with or exceed accessibility standards

Communication, Interaction, and Collaboration

✓	Course Information
	Class begins with information and instructions on how to get started
	Instructor contact, office hours, and availability are provided
	The instructor provides original self-introduction in writing, audio or video (bio, teaching philosophy, past experience teaching online courses, photo)
	Instructor preferred communication methods are explained with expected response timelines
	Communication, interaction, and collaboration code of conduct/netiquette standards are explained
	Students have the opportunity to introduce themselves to each other
	There are opportunities for student-to-student communication and interaction
	Discussions are organized
	The instructor's role in discussion activities is defined by the instructor and communicated to students to manage expectations

Student Evaluation & Assessment

✓	Assessment of Student Learning
	Assessment of student learning is aligned with course goals, conducted throughout the duration of the course, and uses multiple methods
	Evaluation of student achievement is aligned with course goals, conducted throughout the duration of the course, and uses multiple methods
	Date, time, and instructions for assessments and evaluations are provided
	Rubric or grading rationale is provided for each graded assignment
	Assessments and evaluations are designed and administered to uphold academic integrity
	Surveys or other methods are used to solicit student feedback and feedback is used to improve the course
	Testing parameters such as limited timing and repeat attempts are explained

✓	Feedback and Grading
	The course grading policy, including grading scale and weights, is provided
	A grade book provides timely, accurate grade information
	Feedback and grades are provided to students before subsequent assignments are due
	Procedures for reporting grade information complies with FERPA and institutional regulations
	Penalties assessed to grades are described
	Extra credit opportunities are noted
	Late work policy is clearly stated
	Multiple attempts policy is stated clearly (if applicable)