Online Course Design Readiness Checklist:

1. Course Objectives:

☐ Clearly define the goals and learning outcomes for the course.

2. Target Audience:

☐ Identify the characteristics and needs of the intended learners.

3. Needs Assessment:

☐ Conduct a thorough analysis of the gap between learners' existing knowledge/skills and desired outcomes.

4. Course Structure:

☐ Organize the course content into logical modules or units.

5. Learning Materials:

☐ Develop or curate relevant and engaging content, including videos, slides, readings, quizzes, etc.

6. Online Learning Platform:

☐ Choose a platform that aligns with your needs and supports desired features and functionalities (i.e. Blackboard, Brightspace).

7. Technical Requirements:

☐ Ensure compatibility of course materials with common browsers and devices, and check for a stable internet connection.

8. Course Navigation:

☐ Create an intuitive and user-friendly navigation system for accessing course materials, discussions, assessments, and resources.

9. Interactivity:

☐ Incorporate interactive elements, activities, discussions, and multimedia components to enhance engagement.

10. Assessments and Feedback:

☐ Design assessments and establish mechanisms for providing timely and constructive feedback to learners.

11. Communication Plan:

☐ Define the methods and frequency of instructor-learner and learner-learner communication.

12. Course Functionality Testing:

☐ Conduct comprehensive testing of all course components to ensure they function as intended.

13. Accessibility Standards:

☐ Review and ensure compliance with accessibility standards to make course materials accessible to all learners.

14. Course Schedule:

☐ Establish a clear schedule with deadlines and milestones to guide learners through the course.

15. Grading Policy:

☐ Develop a grading policy to evaluate and assess learners' work.

16. Quality Assurance:

☐ Implement measures to periodically review and revise course content based on learner feedback and performance.

17. Instructor Guidelines:

☐ Prepare guidelines and resources to support instructors or teaching assistants in delivering the course.

18. Technical Support:

☐ Plan for providing technical assistance to learners and instructors as needed.

19. Copyright and Intellectual Property:

☐ Ensure that all course materials comply with copyright laws and properly attribute sources.

20. Pilot Testing:

☐   Conduct a pilot test with a small group of learners to gather feedback and make necessary improvements.