

## Essential Online Course Features Checklist

Essential Feature	OSCQR* Standard	Resources and Ideas	X
<b>Orientation Activities - <a href="#">Video Tutorial on Features #1-4</a></b>			
1. Post a welcome announcement, including what students need to do to get started in the class.	<a href="#">No. 1</a>	<ul style="list-style-type: none"> <li>• <a href="#">Creating an Announcement</a></li> </ul>	
2. Attach your syllabus inside the course in a visible area (such as a Syllabus tab) in both a PDF and accessible Word format.	<a href="#">No. 4</a>	<ul style="list-style-type: none"> <li>• <a href="#">Harper College Syllabus Template</a></li> <li>• <a href="#">Adding a Syllabus to Your Course</a></li> </ul>	
3. Provide a written message or orientation video (with script attached) that includes: <ul style="list-style-type: none"> <li>○ Faculty introduction</li> <li>○ Course goals &amp; expectations</li> <li>○ Where to find things in the course</li> <li>○ How to ask questions</li> </ul>	<a href="#">No. 2</a> <a href="#">No. 40</a>	<ul style="list-style-type: none"> <li>• <a href="#">Record and Share a Screencast in Collaborate Ultra</a></li> </ul>	
4. Include a “Getting to Know You” discussion board or other introductory activity in which students can interact and introduce themselves.	<a href="#">No. 41</a>	<ul style="list-style-type: none"> <li>• <a href="#">Building a Community in Your Online Class</a></li> </ul>	
<b>Learning Activities - <a href="#">Video Tutorial On Features #5-8</a></b>			
5. Have a clear organizational structure for each week/learning module so that students know where to find resources, assignments, and due dates.	<a href="#">No. 16</a>	<ul style="list-style-type: none"> <li>• <a href="#">Laying Out Your Online Course and Providing Quality Content</a></li> </ul>	
6. If possible, create a consistent “rhythm” for the course, with activities and assignments due at the same day/time each week.	<a href="#">No. 16</a>	<ul style="list-style-type: none"> <li>• <a href="#">Laying Out Your Online Course and Providing Quality Content</a></li> </ul>	
7. Provide frequent, low-stakes assessments in addition to large projects, tests and assignments to allow you and students to assess learning regularly.	<a href="#">No. 45</a>	<ul style="list-style-type: none"> <li>• <a href="#">Creating and Grading Assignments</a></li> <li>• <a href="#">Creating, Deploying &amp; Grading Tests</a></li> </ul>	
8. Provide clear labels, descriptions, and instructions for all activities, especially assignments. Avoid attaching items with no description.	<a href="#">No. 19</a> <a href="#">No. 46</a>	<ul style="list-style-type: none"> <li>• <a href="#">Bringing Your Course Activities and Assignments Online</a></li> </ul>	
<b>Feedback &amp; Instructor Presence - <a href="#">Video Tutorial on Features #9-10</a></b>			
9. Set expectations for timing and methods of providing feedback, grades, and responses to student questions and clearly state those within the course and in the syllabus.	<a href="#">No. 38</a> <a href="#">No. 39</a>	<ul style="list-style-type: none"> <li>• <a href="#">Providing Feedback and an Organized Gradebook</a></li> </ul>	
10. Maintain a clear instructor presence in the course by: <ul style="list-style-type: none"> <li>○ Posting regular announcements</li> <li>○ Completing the Faculty Information tab</li> <li>○ Providing written or video overviews and/or lectures each week/module</li> <li>○ Keeping active in discussion boards</li> </ul>	<a href="#">No. 38</a> <a href="#">No. 39</a> <a href="#">No. 40</a> <a href="#">No. 41</a>	<ul style="list-style-type: none"> <li>• <a href="#">Building a Community in Your Online Class</a></li> <li>• <a href="#">Blackboard Collaborate Ultra: The Basics</a></li> </ul>	

<ul style="list-style-type: none"> <li>○ Responding to student questions within established time frames</li> <li>○ Providing customized feedback on student work</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Record and Share a Screencast in Collaborate Ultra</a></li> <li>• <a href="#">Creating a Rubric</a></li> <li>• <a href="#">Assigning a Rubric</a></li> </ul>	
<b>Accessibility - <a href="#">Video Tutorial on Features #11-15</a></b>			
11. Ensure all text is a standard, sans-serif font and is in the default color. Text should be cleared of formatting if copying and pasting into Blackboard.	<a href="#">No. 23</a>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Accessibility Checklist</a></li> </ul>	
12. Ensure all images added to Blackboard or course documents have an alternative text provided.	<a href="#">No. 35</a>	<ul style="list-style-type: none"> <li>• <a href="#">Adding Images with Alt Text in Blackboard</a></li> </ul>	
13. Provide a text alternative, such as a script or captions, to all video and audio files.	<a href="#">No. 35</a>	<ul style="list-style-type: none"> <li>• <a href="#">Videos and Audio Media Accessibility Checklist</a></li> <li>• <a href="#">Editing Captions on YouTube Videos</a></li> </ul>	
14. Build links with descriptive text. <ul style="list-style-type: none"> <li>○ Correct: <a href="#">Harper College Library Website</a></li> <li>○ Avoid: <a href="https://harpercollege.edu/library/index.php">https://harpercollege.edu/library/index.php</a> or <a href="#">Click Here</a></li> </ul>	<a href="#">No. 37</a>	<ul style="list-style-type: none"> <li>• <a href="#">Laying Out Your Online Course &amp; Providing Quality Content</a></li> </ul>	
15. Format all documents with titles, headings, and other styles that allow clear navigation and readability.	<a href="#">No. 21</a>	<ul style="list-style-type: none"> <li>• <a href="#">Adobe PDF Accessibility Checklist</a></li> <li>• <a href="#">Excel/SpreadSheet Workbooks Accessibility Checklist</a></li> <li>• <a href="#">PowerPoint/Electronic Presentations Accessibility Checklist</a></li> <li>• <a href="#">Word Documents Accessibility Checklist</a></li> </ul>	

For additional resources, please see the [Transition to Online Instruction](#) page on the Academy for Teaching Excellence website: [harper-academy.net](http://harper-academy.net).

\*OSCQR refers to the [Open SUNY Course Quality Review rubric](#), adopted by Harper College as the guiding standards for designing quality online/blended courses.