

Live Course

Construction and Evaluation Checklist

CASC Online

Course Layout and Introduction

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| | Links on the left inside the course are in Template-order |
| | Students enter the course in the Welcome page |
| | Announcements are clearly visible/accessible |
| | Students are told where to go for help and/or tech assistance |
| | Students know what to expect for due dates and major projects (how many, when, etc.) |
| | Link to ADA/Student Services is on the first Welcome page, and you have an announcement directing students to it |

Modules and Assignments

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| | The activity and assessment in the course can be estimated to be 48 contact hours |
| | Content is organized in Modular format (with Modules, Folders, etc.) |
| | The student is hearing from YOU in each Module via lecture, video, announcement, etc. |
| | Activities in each Module can be placed in a <i>Knowing, Doing, or Reflecting</i> category |
| | Due dates are regular and throughout the semester |
| | Due dates are consistent: same day and time |

Grade Center and Retention Center

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| | Due dates are all current (even for assignments they don't have access to) |
| | Student can see a "total" or "percentage" column for their current overall grade in the course (and there aren't any extra total columns) |
| | Retention Center rules are set, if you use them |
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