

**Bronx Community College**  
**Office of Instructional Technology**  
**Online Course Development Checklist**

This checklist is intended for the use of all faculty engaged in the design, delivery, and evaluation of hybrid and asynchronous courses. Its purpose is to provide a set of benchmarks for evaluating the readiness of an online course before it is opened to students. The checklist is not intended as a guide for peer observation or evaluation of ongoing courses.

Bronx Community College is committed to the goal of offering online education of the highest quality. OIT has therefore developed a set of guidelines called “Planning and Delivering Online Courses: a Guide to Good Practice.” It is strongly recommended that course developers and department chairpersons read the “Guide to Good Practice” before using this checklist to evaluate an online course site and to certify its readiness to be delivered.

Course Name and Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Course reviewer name: \_\_\_\_\_

Required course elements:

1. **Course Banner**—an introductory graphic which includes the name of the course and instructor.

Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_

Comments:

2. **First Announcement**—an introductory announcement which

- Welcomes students to the course
- Tells students what to do now that they have logged on

Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_

Comments:

3. **Faculty or Staff Information**—contact information for students. Includes phone number, office hours, office location, email address, and stated policy on contact frequency; e.g., “students will receive a response to email within 36 hours.” A photograph is recommended, especially for asynchronous courses.

Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_

Comments:

4. **The Course Information** area should include the following elements. These elements can either be directly included in this area, or links to them can be provided from this area. The instructor may also choose to use separate navigation buttons for certain Course Information items:

- A course outline or syllabus, including stated course objectives;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- Textbook information, including instructions for any required online course materials;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- A calendar of student responsibilities organized around specific tasks for the entire semester (e.g., exams, papers, group projects, other writing such as blogs, Discussion Board posts);  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- Site navigation/work routine instructions which answer these questions: What should the student do each week? When should they do it? How should they navigate the course site? These routines should be simple and predictable from unit to unit.  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- Links to all plug-ins (e.g., Adobe Reader, Flash Player, Java, Quicktime) necessary to access all course materials. Students must be able to open and play all instructor-provided materials without extra work;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- Evaluation information for all assignments; e.g., grading criteria and rubrics;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:
  
- Attendance, testing, and evaluation policies;

Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- Technical help information, including campus-based resources;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- Academic integrity and “netiquette” statements and policies;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

5. **Course content** should be organized into units or modules corresponding to the course calendar. Each unit’s content should be contained in a clearly marked folder. Required elements for each unit include:

- Unit Instructions for students, including start and end dates;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- Course content presentation (PowerPoint, audio, video, text file, web pages);  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- An assignment based on the content;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- Method for communication and collaboration (student/student; student/instructor);  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments:

- Method of assessment of student work;  
Satisfactory\_\_\_\_ Needs development\_\_\_\_ Missing \_\_\_\_\_  
Comments: