

TCU Online Asynchronous Course Review Guidelines 2023

Course #, Section, Semester, and Year:

Reviewed by (name and date):

Professor(s) Teaching the Course:

Purpose: The purpose of this guide is to ensure that the faculty meet the basic best practices of online learning. This guide is provided to deans, chairs, directors, and faculty to ensure tasks have been completed prior to the course going live. It includes the latest federal regulations for *Regular and Substantive Interactions (RSI) and *RSI mandates for online courses.

Overview Page (Recommended based on best practices)

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| | Post an initial course overview (video optional) along with a short introduction of instructor and expectations. |
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Welcome, Start Here Page (*) Required

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| | Confirm course has online template, online syllabus template, and TCU Online links |
| | *Verify that all pages and links are included and are working properly (syllabus, instructor bio and contact info, etc.) (RSI) |
| | *Update Navigation, course and institutional policies, and student resource pages to assist students. |
| | *Verify content on page is accurate (includes grade policies, course learning outcomes, Getting Help) (RSI) |

Syllabus Page (*) Required

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| | *Syllabus template is updated, document is proofread and edited (free of spelling errors and outdated information). Use school approved syllabi for consistency and accuracy. |
| | *Confirm updated course information: Course title, course number/section, faculty name, office hours & location, contact info., response time, course description, course learning outcomes, course schedule, and grading policies. (RSI) |
| | *Contains communication expectations and course due dates, etc. (RSI) |

Announcements Page (Recommended based on best practices)

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| | Post an initial welcome message by first day and weekly reminders with course activities and due dates |
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Modules (Both Recommended and *Required)

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| | *Content is accurate and published (visible to students) |
| | *Font is consistent size throughout using ADA compliance guidelines |
| | Pages have titles and are numbered sequentially |
| Introduction and Objectives | |
| | Include brief introductory text (at least 2-3 sentences) |
| | Include optional instructor audio or video (2 min. max.) with closed captions. <i>*Note: Closed captions are required where videos are present.</i> |
| | Include learning Objectives in bullets (must be measurable and align with Course Learning Outcomes, assignments, and assessments/exams) |
| | Include the week's task list in bullets (specific instructions should be housed within the assignment). Link the tasks to their assignment pages. |
| Readings and Resources | |
| | Includes videos and reading materials for each module |
| | *Verify links are properly embedded and do not display complete URL (Copyright laws apply) |
| | *When included, videos are embedded as medium (width 400px height 220px) <i>and contain edited closed captions (ADA compliance)</i> |
| Instructor Insights | |
| | Include brief text (at least 2-3 sentences) to summarize a real-world experience from lessons(s) learned. |
| | Include instructor audio or video (2 min. max. suggested) <i>*Closed captions required for videos</i> |
| Wrap-up and Next Steps | |
| | Include brief text (at least 2-3 sentences) to summarize key take-aways from module and next steps |
| | Include optional instructor audio or video (2 min. max.) <i>*Include closed captions for videos.</i> |
| | Last module includes a brief text to discuss a real-world experience learned from the course |

Discussions, Assignments, and Quizzes – *Required*

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| | *Verify all content is accurate and published. Instructions for each must be detailed and clearly explained. |
| | Include a grading rubric (in discussions and assignments) to measure the work and give feedback. (RSI) |
| | *The activities should provide RSI opportunities to support achievement (feedback, study guides, reviews, etc.) |
| | *Ensure varied activities are up-to-date and fosters engagement and practice in the discipline. (RSI) |

Please enter any general feedback for the instructor in the comments section below.