**K-State E-Learning Quality Checklist**

The Kansas State University E-Learning Quality Checklist is a tool for faculty who teach credit courses in online environments. Use of the checklist provides a way to review quality related to the design, development, and delivery of online courses. Tools and resources in support of the checklist are found on the [K-State E-Learning Faculty Modules](http://www.elearningfacultymodules.org/) wiki and E-Learning Best Practices course. Automated short-courses, compliance trainings, and other types of online learning may require different and / or additional quality measures.

**1. Course Information, Policies, and Requirements**

**1A. Course Welcome**

|  |  |
| --- | --- |
| C:\Users\shalin.USERS\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\APCOHS0R\MM900185588[1].gif | * Includes a welcome message |
|  | * Establishes instructor telepresence in the online course by providing professional information and regular communications |

**1B. Course Information (in the Introductory Module)**

|  |  |
| --- | --- |
|  | * Includes a syllabus with the following elements:   + the official course description and credits   + learning objectives, which should be observable and measurable   + relevant learning outcomes (from the formal master course documentation)   + instructor contact information   + virtual office hours   + communication tools used in the course; clear explanation of expected response times for faculty and learners; methods of feedback from the instructor for assignments, quizzes, tests, and projects   + a course schedule with specific dates for the submission of student work   + a clear and thorough description of assessment processes (specify proctoring setup if used) and evaluation criteria (including assessment rubrics) |
|  | * Defines all applicable policies related to the course   + links to [university policies](http://www.k-state.edu/policies/), including [FERPA](http://www.k-state.edu/registrar/ferpa/), [honor and integrity policy](http://www.k-state.edu/honor/), [plagiarism](https://www.k-state.edu/honor/documents/PlagiarismatKansasStateUniversity.pdf), [copyright](http://www.k-state.edu/copyright/), and [others](http://www.k-state.edu/provost/resources/teaching/course.htm)   + links to departmental policies   + course policies, including expected behavior and online [etiquette standards](http://www.dce.k-state.edu/students/services/netiquette), inclement weather policies, and contingency planning during technology disruptions |
|  | * Defines technical skills required for learner success, with instructions on how to access technology assistance   + the [IT Help Desk](https://www.ksu.edu/its/helpdesk/), [Media Development Center](https://www.ksu.edu/its/mdc/), and others   + a link to the online learning [readiness self-assessment](http://public.online.ksu.edu/support/readiness/) |

**1C. Policies and Requirements**

|  |  |
| --- | --- |
|  | * Upholds the Americans with Disabilities Act [web guidelines](http://www.ada.gov/anprm2010/web%20anprm_2010.htm) by ensuring that all learning content is accessible (alt-texting imagery, transcribing audio and video, using proper labeling of data tables, employing color in accessible ways, structuring textual information, and other accommodations as suggested by the [2010 ADA Standards for Accessible Design](http://www.ada.gov/2010ADAstandards_index.htm) and [Section 508 of the U.S. Rehabilitation Act](https://www.section508.gov/index.cfm?fuseAction=stdsSum#video) |
|  | * Encourages learner awareness of the services of the [Student Access Center.](http://www.k-state.edu/accesscenter/) |
|  | * Adheres to [intellectual property guidelines](http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html), including copyright, trademark, patenting, trade secrets, and [export controls](http://www.k-state.edu/research/comply/ecp/index.htm) |
|  | * Informs students of their [copyright responsibilities and ownership of their work](http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html), particularly in areas of portfolio-assessed work and professional competitions |
|  | * Includes a [university-sanctioned online course copyright policy](http://www.k-state.edu/provost/resources/teaching/course.html) |
|  | * Works with the proper campus authorities to authenticate learner identities per federal requirements and maintain records appropriately per the [Higher Education Opportunity Act](http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm) |
|  | * Upholds learners’ privacy rights per the [Family Education Rights and Privacy Act](http://www.k-state.edu/registrar/ferpa/ferpa-annual.html) (FERPA) through proper confidentiality actions   + Offers alternate assignments if learners do not want to work in a public online space |
|  | * Engages in regular university-required assessments of his / her online courses (with TEVAL or IDEA) and applies feedback from such instruments to improve their work |

**2. Course Contents**

**2A. Course Materials**

|  |  |
| --- | --- |
|  | * Organizes instructional materials in a coherent way (developmental, logical, or other)   + May offer pre-term materials to prime and support learners   + May offer value-added post-term materials to support learners for enriched learning |
|  | * Presents content-rich learning materials that are appropriately rigorous and current |
|  | * Designs a consistent look-and-feel for the course site |
|  | * Provides clear navigation through the course materials |
|  | * Presents learning materials in multiple formats to support a variety of learning preferences and experiences (i.e., video, text, slideshows, games, simulations, and others) |
|  | * Supports student endeavors in research and publishing (as relevant)   + Undergraduate students may access [research support](http://www.lib.k-state.edu/undergraduate) here; graduate students may access [research support](http://www.lib.k-state.edu/information-for-graduate-students) here |
|  | * Provides opportunities for students to learn from other professionals in the field (as relevant) |

**3. Technology Usage**

**3A. Strategic Technology Usage**

|  |  |
| --- | --- |
|  | * Introduces learners to K-State Online (powered by Canvas) Help options in the learning management system |
|  | * Samples cutting-edge technologies for their suitability for use in online teaching and learning, including virtual labs, simulations, games, and immersive worlds (as relevant) |
|  | * Uses technology tools and media to enhance learning objectives, learning outcomes, and student engagement |

**3B. Secure Computer Usage**

|  |  |
| --- | --- |
|  | * Supports learners in understanding online security and computer safety |

**4. Online Learner Interactions**

**4A. Communication and Collaboration**

|  |  |
| --- | --- |
|  | * Provides icebreaker opportunities for learners to get to know each other better (to improve learner retention and comfort in the online course) |
|  | * Encourages and supports relevant collaborative work |
|  | * Facilitates “regular and substantive” interactions between students and each other, and with faculty   + Facilitates ongoing educational and professional connections between cohorts of learners in a shared or similar academic field (i.e. by encouraging participation in professional organizations, events, competitions, and publications) |
|  | * Builds an online learning community (if relevant) |

**5. Learner Supports**

**5A. Customized Learner Support**

|  |  |
| --- | --- |
|  | * Works flexibly and adaptively to support learners based on their unique needs |
|  | * Enriches learners’ opportunities for further learning in their own locales (as necessary) |

**5B. Connections to Campus Resources**

|  |  |
| --- | --- |
|  | * Supports usage of the [Student Services](http://www.dce.k-state.edu/students/services/) provided by K-State Global Campus |
|  | * Supports learner usage of [K-State Library resources and services](http://www.lib.k-state.edu/distance-learning) |
|  | * Promotes access to the [Career and Employment Services](http://www.k-state.edu/ces/) office (as needed) |
|  | * Supports access to [Counseling Services](http://www.k-state.edu/counseling/) (as needed) |

**6. Assessments and Evaluations**

**6A. Effective and Appropriate Assessments**

|  |  |
| --- | --- |
|  | * Aligns assessments appropriately with the formal learning objectives and learning outcomes to support and reinforce the course materials |
|  | * Uses a variety of assessments to support students’ various learning styles and preferences |
|  | * Defines and applies clear grading scales |
|  | * Provides substantive and timely feedback about student performance and work |
|  | * Considers practical applications of the learning in non-academic contexts when designing assessments |
|  | * Supports students in self-assessment and self-awareness of their own learning (metacognition) through assignments or activities |
|  | * Encourages learner interactivity through participatory assignments and learner inter-communications (i.e., discussions) |

**Note to Faculty:** This tool was co-created by faculty, administrators, and staff. It is offered with the full acknowledgment of faculty members’ academic freedom. Please feel free to add factors that are important to your particular teaching and learning context. This resource may be modified for your quality e-learning needs.

(Updated 2014)

**K-State E-Learning Quality Checklist**

**Document Hyperlinks (for the Print Version)**

**Introductory Paragraph**

K-State E-Learning Faculty Modules: <http://www.elearningfacultymodules.org/>

**1. Course Information, Policies, and Requirements**

**1B. Course Information (in the Introductory Module)**

University Policies: <http://www.k-state.edu/policies/>

FERPA (at K-State): <http://www.k-state.edu/registrar/ferpa/>

Honor and Integrity Policy: <http://www.k-state.edu/honor/>

Plagiarism: <https://www.k-state.edu/honor/documents/PlagiarismatKansasStateUniversity.pdf>

Copyright: <http://www.k-state.edu/copyright/>

Other Policies: <http://www.k-state.edu/provost/resources/teaching/course.htm>

Information Technology Help Desk: <https://www.ksu.edu/its/helpdesk/>

Media Development Center: <https://www.ksu.edu/its/mdc/>

Online Learning Readiness Self-Assessment: <http://public.online.ksu.edu/support/readiness/>

**1. Course Information, Policies, and Requirements**

**1C. Policies and Requirements**

ADA web guidelines: <http://www.ada.gov/anprm2010/web%20anprm_2010.htm>

2010 ADA Standards for Accessible Design: <http://www.ada.gov/2010ADAstandards_index.htm>

Section 508 of the U.S. Rehabilitation Act: <https://www.section508.gov/index.cfm?fuseAction=stdsSum#video>

Student Access Center: <http://www.k-state.edu/accesscenter/>

Intellectual Property Guidelines: <http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html>

Export Controls: <http://www.k-state.edu/research/comply/ecp/index.htm>

Student Copyright Responsibilities and Ownership: <http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html>

University-Sanctioned Online Course Copyright Policy: <http://www.k-state.edu/provost/resources/teaching/course.html>

Higher Education Opportunity Act: <http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm>

The Family Education Rights and Privacy Act: <http://www.k-state.edu/registrar/ferpa/ferpa-annual.html>

**2. Course Contents**

**2A. Course Materials**

Undergraduate Students’ Research Support: <http://www.lib.k-state.edu/undergraduate>

Graduate Students’ Research Support: <http://www.lib.k-state.edu/information-for-graduate-students>

**5. Learner Supports**

**5B. Connections to Campus Resources**

Student Services: <http://www.global.k-state.edu/students/services/>

K-State Library resources and services: <http://www.lib.k-state.edu/distance-learning>

Career and Employment Services: <http://www.k-state.edu/ces/>

Counseling Services: <http://www.k-state.edu/counseling/>