**Course Design Checklist**

Consider the following best practices when designing your course

Overall Site Design

* The course layout is simple and user friendly
* Instructor self-recorded video or posted announcement welcomes students
* Instructions for navigating the course are clearly stated
* Course requirements are clearly defined
* Instructor contact information is provided
* KU IT help desk information is provided
* Accessibility issues have been considered

Syllabus and Course Expectations

* The syllabus is easy to find, easy to read, and follows the University syllabus policy
* Learning objectives are written using action verbs to produce measurable outcomes
* Participation and interaction expectations are clearly stated
* Course calendar and due dates are displayed
* A grading scale is provided
* Communication expectations are stated for both students and the instructor
* Academic misconduct policy and accessibility resource statement are provided

Course Content

* Lessons, units, or modules are laid out in an easily navigable format
* Course material is presented through different means to provide variety and interest (e.g.Assigned readings, recorded lectures, external videos or simulations, links to publisher websites, learning games)
* Instructions for accessing external content are provided
* Multimedia and external links have been checked for functionality

Assignments and Exams

* A variety of assessments exist to allow students to engage with the course material (e.g. Auto-graded quizzes, case studies, research projects, video presentations)
* Assignments and exams include clear instructions for submission
* Due dates for assignments and exams match the due dates presented in the syllabus

Engagement and Interaction

* The instructor’s plan for regular and substantive interaction with students is clearly stated (e.g. Virtual office hours, Q&A discussion forums, grading rubrics, feedback methods and timelines)
* Opportunities are provided for students to interact with fellow students (e.g. Discussion boards, Zoom rooms, Teams chats, group projects, Wikis)
* “Netiquette” guidelines are provided to set expectations regarding student conduct