

UMKC Online Course Certification Checklist

Online Courses must meet each of the standards listed below to achieve certification.

Course Name:

Course Department:

Program:

Faculty Member(s):

Reviewer:

Date Created:

Date Finalized:

Course Overview and Introduction

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
1	This course includes approximately 45 clock hours of instructional materials/activities per credit hour.			
2	Instructions make clear how to get started and where to find various course components.			
3	The instructor explains the purpose and structure of the course and identifies pre/co-requisites required for admission.			
4	Course specific and institutional policies that the learner is expected to follow are clearly stated.			
5	Minimum technology requirements are clearly stated and links to resources for learning more are provided.			
6	Instructor and student introductions are made online. Ideally, these introductions are in video format or at least include an image of the person.			
Course Overview and Introduction Recommendations				

Learning Objectives (Competencies)

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
7	Measurable course learning objectives (course/program competencies) are clearly stated in the course description, in the course site or in the syllabus.			
8	Module/unit learning objectives or competencies describe outcomes that are measurable and are consistent with course level objectives/competencies.			
Learning Objectives (Competencies) Recommendations				

Assessment and Measurement

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
9	The course grading policy is stated clearly.			
10	Due dates and points associated with each assignment are clearly delineated.			
11	Specific and descriptive criteria for the evaluation of work are tied to the course grading policy.			
12	The assessments are sequenced and varied and the course provides the learners with multiple opportunities to track their learning progress (formative and summative assessments).			
Assessment and Measurement Recommendations				

Materials, Activities, and Interactions

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
13	Both the purpose of the instructional materials and how the materials are to be used for learning activities are clearly explained.			
14	The learning activities provide opportunities for interaction that support active learning.			
15	The instructor's plan for classroom response time and feedback on assignments is clearly stated.			
16	The instructor's availability is clearly stated, including a schedule for online office hours.			
17	The instructor uses a tool available to the entire class which allows for general question and answer about the course or syllabus.			
Materials, Activities, and Interactions Recommendations				

Accessibility and Usability

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
18	Course navigation is logical, consistent, and efficient.			
19	The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.			
20	The course design facilitates readability.			

Standard	Definition	Exceeds Expectations	Meets Expectations	Needs Improvement
Accessibility and Usability Recommendations				