Ontario*Learn*.com

Course Code:		Course Name:	
Instructor:		Platform:	
Reviewed By:		Date Reviewed:	

Criteria	Mandatory	Recom'd	Present
1. Course Information			
a) All course information areas have been updated with current data.	X		
b) Course information is logically positioned and organized so they are easy to find.	X		
c) A *Welcome Message/Instructor Message* with these elements is accessibly posted:	X		
i) The course name and Host College course code	X		
ii) Brief, general communication instructions	X		
iii) General expectations about the course and conduct	X		
vi) A brief indication of how to begin the course	X		
d) *Instructor Bio* is accessibly posted.	X		
i) Qualifications specific to the course/subject		X	
ii) Experience in the subject area		X	
iii) Motivation, interest and goals related to teaching the course		X	
e) An up-to-date *Course Outline* with these elements is conveniently posted:	X		
i) The course objectives/learning outcomes	X		
ii) Prerequisites (if relevant)	X		
iii) The official course description	X		
iv) Course Evaluation Scheme	X		
v) Required resources (e.g. textbooks, suggested readings, CDs, and URLs)	X		
vi) Any technology/software requirements	X		
f) A *Course Schedule/Timeline* with these elements is accessibly posted:	X		
i) A schedule listing all readings, assignments, and other learning activities	X		
ii) The course duration indicated by a course start and course end date	X		
iii) The due dates and relative worth of each assessment	X		
g) A *General Information* area with these elements is conveniently posted:	X		
i) Instructions on how to get started and where to find various course components are clear and easy to find.	X		
ii) A brief description of the applicable OntarioLearn policies and links to the full documents	X		
iii) The means of receiving assistance to resolve technical problems is indicated	X		
iv) Communication expectations (with classmates and the instructor) are provided	X		
h) Learners are requested to post an individual biography/introduction.	X		
i) A request to complete the Course Evaluation Survey is accessibly posted.	X		
j) All information documents are free of mechanical errors.	X		
2. Structural Integrity			
a) The content is segmented into coherent sections and named to reflect the nature of the content.	X		
b) The segments of the course are sequenced in a logical order.	X		
c) The content to be covered each week or in each module matches the way it is presented in the schedule/timeline.	X		
3. Navigational Simplicity			
a) It is obvious to the student how to get started.	X		
b) The learner can move freely among all course parts.	X		
c) URLs or links to other web sites are all working.	X		

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d) Navigation between modules and sub-sections is clearly indicated.	X		
4. Lessons			
a) Each lesson contains an identified introduction.	X		
b) Each lesson contains a statement of its learning outcomes.	X		
c) Each lesson has a main body containing the core content and/or references to text readings and other resources where applicable. Note text references can be in the course schedule.	X		
d) Each lesson contains a learning activity.	X		
e) Each lesson contains a summary.	X		
f) Self-checks are integrated at appropriate locations in the course.	X		
g) All lesson messages/documents are labeled to reflect the nature of the content.	X		
h) Each lesson directs students to relevant assignments where applicable.	X		
i) Attachments are posted in formats that can be read by all course users.	X		
j) A variety of learning activities is used throughout the course.	X		
k) Time is download lesson files has been kept to a minimum.	X		
l) All lesson notes are free of mechanical errors.	X		
5. Assignments			
a) Assignments are sequenced logically within the Assignment section	X		
b) Assignments are sequenced in the order used in the *Course Schedule/Timeline.*		X	
c) Due dates are specified for each assignment *(can be in the Course Schedule/Timeline)*.	X		
d) Instructions on how to submit assignments are provided.	X		
e) Learners are provided with the criteria upon which the assignment will be evaluated.	X		
f) All assignments are free of mechanical errors.	X		
6. Text Presentation			
a) There is sufficient contrast between the text and its background.	X		
b) The number of font, style, font size and colour of text is suitable for web viewing.	X		
c) The formatting style is consistently applied throughout the course.	X		
d) Judicious use of white space is practiced.	X		
7. Graphics (when used)			
a) Graphics support comprehension of the relevant content.	X		
i) Clickable regions of image maps are clearly delineated	X		
ii) Time to download has been kept to a minimum	X		
8. Animations (when used)			
a) Animations support comprehension of the relevant content.	X		
i) Narrated animations are under user control		X	
ii) Time to download has been kept to a minimum	X		
9. Artwork and Photographs (when used)			
a) Artwork and photographs support comprehension of the relevant content.	X		
i) Time to download has been kept to a minimum	X		
10. Audio and Video (when used)			
a) Audio and video support comprehension of the relevant content.	X		
i) Time to download has been kept to a minimum	X		
ii) Audiovisuals are under user control		X	
iii) Special effects draw attention to critical aspects of the course content	X		

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