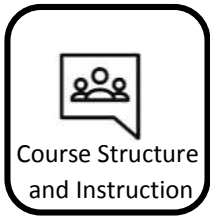


Basic Principles and Best Practices in E-Learning Checklist



Course and Lesson Structure	<ul style="list-style-type: none"> <input type="checkbox"/> Course is organized for a scheduled timeframe <input type="checkbox"/> Course includes a required syllabus <input type="checkbox"/> Students are introduced to the purpose and structure of the course <input type="checkbox"/> Instructor starts with a welcome and introduction to the course (video encouraged) <input type="checkbox"/> Each lesson/module contains measurable learning objectives <input type="checkbox"/> Learning objectives are appropriate to the course level
Methods of Instruction	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure appropriate technologies are used to convey course content and facilitate interaction for all learners <input type="checkbox"/> Focus is on active learning – including a mix of video, collaborative assignments, discussion, hands-on exercises, chat, and peer review <input type="checkbox"/> Information presented is broken into 10 minute or less ‘chunks’ of information <input type="checkbox"/> Emphasis is on quality of your instructional materials and assignments over the quantity! <input type="checkbox"/> Communicate to students when there are opportunities for feedback (set times for office hours and feedback)



Instructional Materials	<ul style="list-style-type: none"> <input type="checkbox"/> Materials include engaging visuals <input type="checkbox"/> Standard templates are used for each lesson <input type="checkbox"/> Class materials and homework contribute to the stated course learning objectives <input type="checkbox"/> Assignments and assessments are varied in format <input type="checkbox"/> Materials are appropriately cited and are compliant with copyright, if applicable
Accessibility of Materials	<ul style="list-style-type: none"> <input type="checkbox"/> Course provides a variety of materials to meet needs of diverse learners <input type="checkbox"/> Learning Management System classroom is easy to use and navigate

Basic Principles and Best Practices in E-Learning Checklist



Class activities	<ul style="list-style-type: none"><input type="checkbox"/> Learning activities are structured to contribute to the stated course learning objectives<input type="checkbox"/> Activities are appropriate to the subject and grade level<input type="checkbox"/> Activities are engaging and provide opportunity for interaction
Student Engagement	<ul style="list-style-type: none"><input type="checkbox"/> Materials are relevant to real-world application<input type="checkbox"/> Student feels supported by instructor to learn the material (beyond reason of passing an exam)<input type="checkbox"/> Instructor encourages student engagement by including peer review, and using students' questions to open class or spur discussion<input type="checkbox"/> Collaborative assignments spark curiosity and critical thinking



Assessment & Evaluation	<ul style="list-style-type: none"><input type="checkbox"/> Course grading policy is communicated at the beginning of the course<input type="checkbox"/> Assessments measure the course learning objectives<input type="checkbox"/> Assessments are varied with multiple ways to measure student progress<input type="checkbox"/> Instructor response time for feedback on assignments is clearly and professionally communicated to students
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References:

ASU Online Faculty Expectations, retrieved from:

<https://drive.google.com/file/d/1YVdKE8m5XSIme34JxsEoBmUy63nbr8HZ/view> April 14, 2020

Bigatel, Paula (2016). Student Engagement Strategies for the Online Learning Environment, retrieved from:

<https://www.facultyfocus.com/articles/online-education/student-engagement-how-to-help-students-succeed-in-the-online-environment/>

April 17, 2020