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| **Online Course Readiness Checklist** | | |
|  | The purpose of the checklist is to assess whether your online course is “ready to go”.  This checklist serves as an inventory of important elements of a course. **“Ready?”** reflects the readiness status of a particular item and includes the following categories (in pulldown menu): **Completed, Mostly Complete, Incomplete, and Not Applicable.**  There are three main areas of focus for this online course readiness assessment:   * **Syllabus:**    + 100% complete at time of readiness review * **Course Navigation and Presentation:**    + 100% of course content must be completed before course begins.   + The course structure and tools are completely set up in Blackboard. * **Accessibility:**    + The course employs appropriate strategies and technologies.   **PLEASE NOTE**: You have flexibility in arranging your online course structure, syllabus content, and course navigation. Please make sure that the checklist items are represented in your online course.  **Questions?** Contact Stearns Center at [stearns@gmu.edu](mailto:stearns@gmu.edu) ; 703-993-6200 |  |

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|  |  | **Checklist Items** | **Ready?** | **Notes** |
| **Syllabus** | Basic Information | Instructor Information (name, contact information -- preferred and alternate) | Choose an item. | Click here to enter text. |
| Office Hours (online and/or in person office hours) | Choose an item. | Click here to enter text. |
| Basic Course Information (course number/section, title, credit hours) | Choose an item. | Click here to enter text. |
| Nature of Course Delivery (asynchronous, synchronous, required face-to-face meetings/exams) | Choose an item. | Click here to enter text. |
| Blackboard Login Instructions | Choose an item. | Click here to enter text. |
| E-reserve Instructions, if applicable | Choose an item. | Click here to enter text. |
| About the Course | Course Description (About the course/subject, prerequisites, etc.) | Choose an item. | Click here to enter text. |
| Required Textbooks | Choose an item. | Click here to enter text. |
| Course Learning Objectives/Outcomes | Choose an item. | Click here to enter text. |
| Gen Ed Learning Outcomes OR Program Learning Outcomes, if applicable | Choose an item. | Click here to enter text. |
| Technology Requirements | Choose an item. | Click here to enter text. |
| Course Schedule | Weekly Course Schedule presented in a tabular format (includes units/modules with start-and-end dates, delivery mode if in a hybrid course, readings, assignments, due dates, point values) | Choose an item. | Click here to enter text. |
| Assignments and Grading | Assignment Description (Due dates, requirements/expectations, criteria for grading/rubrics, points and/or percentages) | Choose an item. | Click here to enter text. |
| Grading Scale | Choose an item. | Click here to enter text. |
| Attendance and Participation Requirements (if applicable) | Choose an item. | Click here to enter text. |
| Course Policies (late work, make-up exams, extra credit, Incompletes, etc.) | Choose an item. | Click here to enter text. |
| Additional Course Resources | Recommended Course Resources (readings, tutorials, external websites, exhibitions, field trips, multimedia resources, etc.), if applicable | Choose an item. | Click here to enter text. |
| University Requirements | Academic Integrity | Choose an item. | Click here to enter text. |
| Disability Accommodations | Choose an item. | Click here to enter text. |
| Diversity, Religious Holidays, etc. | Choose an item. | Click here to enter text. |
| Student Privacy | Choose an item. | Click here to enter text. |
| Student Responsibilities | Choose an item. | Click here to enter text. |
| Student Services (Library, Writing Center, Counseling, etc.) | Choose an item. | Click here to enter text. |

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| **Course Navigation and Presentation** | Homepage | Course has a well-designed landing page (may include course visuals, announcements, to-do list or what's due) | Choose an item. | Click here to enter text. |
| Announcements | Weekly Announcement has been set up, either on the Home Page or a separate page. | Choose an item. | Click here to enter text. |
| Course Welcome | Instructor bio, picture, and contact info are present | Choose an item. | Click here to enter text. |
| Includes a warm welcome message to students (audio, video, or text based) | Choose an item. | Click here to enter text. |
| Includes clear instructions for getting started | Choose an item. | Click here to enter text. |
| Syllabus | Syllabus can be navigated easily (e.g., consistent use of headers or styles in WORD document, PDF file with bookmarks, etc.) | Choose an item. | Click here to enter text. |
| Print version of the Syllabus available | Choose an item. | Click here to enter text. |
| Weekly Units | Separate units for each week (or a specified time period) with specific dates | Choose an item. | Click here to enter text. |
| Units having consistent structure (e.g., introduction to the topic, learning objectives, readings, mini-lectures, labs, assignments including how/where students will participate or submit, discussions, etc.) | Choose an item. | Click here to enter text. |
| Links to recorded lectures/presentations are provided and working | Choose an item. | Click here to enter text. |
| Links to external websites, e-book, YouTube, etc. are working | Choose an item. | Click here to enter text. |
| Includes all assignments for the week and associated grading criteria/rubrics | Choose an item. | Click here to enter text. |
| Most of the course content is completed (100% of course to be completed one week before the semester starts) | Choose an item. | Click here to enter text. |
| Online Discussions | Discussion/Blog/Journal prompts and descriptions have been created in Blackboard | Choose an item. | Click here to enter text. |
| Course Tools | Available to students as applicable for the course (e.g., MyGrades, Email, Collaborate, Blog, SafeAssign, etc.) | Choose an item. | Click here to enter text. |
| Student Resources | Includes links to Student Responsibilities and Services module pages | Choose an item. | Click here to enter text. |
| Includes access to Blackboard Help/FAQs | Choose an item. | Click here to enter text. |
| Tests/Quizzes (if applicable) | Tests/Quizzes are developed in Blackboard with assigned points | Choose an item. | Click here to enter text. |
| **Accessibility** | Video | All videos are captioned or have transcripts | Choose an item. | Click here to enter text. |
| PowerPoint | Accessible PowerPoint slides are available for each lecture/presentation with the videos | Choose an item. | Click here to enter text. |
| WORD | All Word documents are accessible | Choose an item. | Click here to enter text. |
| PDF | All PDF documents are text-based and fully accessible | Choose an item. | Click here to enter text. |
| External Resources | All publisher-provided resources are accessible, or alternate equivalent resources or strategies are provided. | Choose an item. | Click here to enter text. |

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| Additional Comments: Click here to enter text. |

Overall status:  Ready  Not Ready