

Montclair State University

Online/Hybrid Course Review Checklist

Overview

The Online/Hybrid Course Review Checklist, developed by the [Instructional Technology and Design Services \(ITDS\)](#) group at Montclair State University, provides a starting point for reviewing the effectiveness of online/hybrid course design, and can also be used to self-assess online/hybrid courses. The criteria in this review are based on the research-based Quality Matters' rubric, Montclair State University's [OCIA course design model](#) (Orientation, Content, Interaction, Assessment) as well as other quality assurance frameworks.

The checklist includes the following categories:

A. **Course Overview:**

The **Course Overview** section includes criteria essential for introducing students to an online course such as a welcoming home page, a comprehensive and clear syllabus, as well as information about the professor and how to get started in the course.

B. **Instructional Materials:**

The **Instructional Materials** section focuses on catering to diverse learning preferences with various formats, encouraging critical engagement with content, instructor-created videos, along with appropriate inclusion of library resources.

C. **Learning Activities and Interaction:**

The **Learning Activities and Interaction** section emphasizes clear communication of expectations, fostering collaboration, and providing substantive opportunities for interaction. These criteria ensure that a consistent teaching presence is maintained and activities are aligned with learning objectives and student learning outcomes.

D. **Learning Assessments:**

The **Learning Assessments** section focuses on clear grading policies, alignment of assessments with learning objectives, and varied strategies to gauge student progress and promote academic integrity.

E. **Technology and Accessibility:**

The **Technology and Accessibility** section ensures the use of technologies in the course is clearly communicated to students. Additionally, a focus on accessibility is emphasized, including compatibility with screen readers, provision of alternative formats for video and audio materials, and adherence to accessibility standards.

Montclair State University
Online/Hybrid Course Review Checklist

Course Identification: (Include relevant course details below.)			
Faculty Name:			
Course ID:			
Course Title:			
Semester/Term:			
Modality:		Credits	
Reviewer:		Date of Review	

Montclair State University
Online/Hybrid Course Review Checklist

A. Course Overview				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
A.1 The course includes a home page or homepage equivalent that welcomes students, provides an introduction to the course content, and presents navigation to other course areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2 The home page includes the correct course title and number. All links are functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3 The course provides clear instructions for getting started and accessing key course components (i.e., syllabus and modules) through a getting started module, homepage or other means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4 The syllabus contains information about all major course components (required materials, assessments, activities, etc.), instructional modality (online, hybrid, synchronous online, etc.), and university/program policies & resources. The course student learning outcomes (or goals) are clearly stated on the syllabus. The syllabus includes course expectations for students that are clearly defined (e.g., participation requirements, online assignments, collaboration). There are no broken links and all template text has been updated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5 The professor's name, contact information and office hours are posted in the course. The professor establishes presence via video or text introductions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.6 The course is organized using Canvas modules to structure all content, activities, and assessments in a logical fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Montclair State University
Online/Hybrid Course Review Checklist

A. Course Overview				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
A.7 The course components use a consistent and uncluttered layout which communicates course information clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.8 Learning objectives are included in each module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.9 Unused items have been deleted from the course. Unused pages have been deleted from the Pages section; unused files and images have been deleted from the Files section. Files have been organized into folders where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.10 The "Validate Links in Course" tool has been run and any broken links have been fixed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.11 The Canvas Course navigation Menu has been updated to show items used in the course and hide extraneous links.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments on the Course Overview:</i>				

Montclair State University
Online/Hybrid Course Review Checklist

B. Instructional Materials				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
B.1 The instructional materials are organized, labeled appropriately, and presented in a consistent and easily navigable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2 Instructional materials are presented in a variety of formats to accommodate diverse learning preferences via multiple means of representation (e.g. multimedia, literature, images, charts, applications, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3 The course provides opportunities for students to critically engage with materials and content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4 Instructional materials are cited properly and used in accordance with appropriate usage rights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.5 Any included multimedia content is easy to access, high-quality, and is appropriate in length. All multimedia includes captions or other needed accessible formats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6 Library resources are included where appropriate to aid student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments on Instructional Materials:</i>				

Montclair State University
Online/Hybrid Course Review Checklist

C. Learning Activities and Interaction

Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
C.1 Student expectations and responsibilities for participation, communication, teamwork, and collaboration are clearly stated (e.g. rubrics, examples, etc.), and appropriately timed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.2 Learning activities foster a sense of belonging and promote student-to-student, student-to-instructor, and student-to-content interaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.3 Instructions to complete student learning activities are clear and easy to find in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4 Students are provided sufficient information on how they can expect to interact with their instructor (e.g., typical response times, preferred method of contact, office hours, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5 Each module/week contains at least one substantial opportunity for students to engage with each other and the professor (e.g. discussions, peer/group work, use of collaboration tools, creating projects/presentations collaboratively, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.6 The professor maintains a consistent teaching presence via videos, announcements, assignment feedback, discussion posts, and/or synchronous meetings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7 Learning activities support higher-order thinking, and engagement and are aligned to the objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Montclair State University
Online/Hybrid Course Review Checklist

C. Learning Activities and Interaction

Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
C.8 The course includes ongoing opportunities for student feedback (e.g. Q & A discussion, surveys, polls, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.9 Any synchronous meetings are specified as required or optional. A recording is provided for students to view after the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments on Learning Activities and Interaction:

D. Learning Assessments

Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
D.1 The course grading policy/scheme is clearly displayed on the syllabus (e.g. assignment weighting, late work policies, letter grades, accommodations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.2 The gradebook is set up correctly to match the course syllabus. Assignment group weights are set up correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Montclair State University
Online/Hybrid Course Review Checklist

D. Learning Assessments				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
D.3 Assignments are set to be graded using a consistent scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.4 Availability and due dates are clearly stated for all assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.5 Assessments are well aligned with the stated course/module learning objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.6 The course utilizes a variety of assessment strategies to gauge student progress and achievement. Students are provided opportunities to demonstrate understanding or proficiency in different ways. Authentic assessments are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.7 Criteria for assignments are clearly defined (e.g. rubrics, exemplary assignments, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.8 Long-term/large assessments are scaffolded/chunked into smaller deliverables spread throughout the term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.9 The course provides feedback opportunities, including formative assessment opportunities to prepare students for summative assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.10 Technological measures are taken to instill academic integrity for online coursework. Turnitin is used on written assignments when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Montclair State University
Online/Hybrid Course Review Checklist

D. Learning Assessments				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
D.11 Tests and quizzes are designed to promote academic integrity. Quizzes are set up in question banks in order to utilize and encourage question randomization..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.12 If LockDown Browser (LDB) is used, a practice LDB exam is included in the course. Students are provided with instructions on how to download and access LDB.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments on Learning Assessments:</i>				

E. Technology and Accessibility				
Criteria for Review	Meets Criterion	Revision Needed	Not Applicable	Comments
E.1 Instructional technologies are well integrated into the course to enhance teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Montclair State University
Online/Hybrid Course Review Checklist

E.2 Required technology tools are clearly stated. Technical support information for students is included for all required technology tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.3 Course materials are accessible to screen readers and other assistive technologies (e.g., PDFs are Optical Character Recognition (OCR) compatible, text equivalents are provided for graphics, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.4 Video and audio materials are accompanied by alternative formats such as transcripts or closed-captions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.5 Technology tools used in the course meet accessibility standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6 The files section has been checked for any items that require accessibility remediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments on Technology and Accessibility:</i> 				

Montclair State University
Online/Hybrid Course Review Checklist

Overall Comments: