



Online/Hybrid/Web-Enhanced Course Readiness Checklist

Course Title: _____

Course Number: _____

Instructor: _____

Item	Yes	No	N/A
Instructor Bio (professional background, business attire in all photos)			
Instructor Contact Information (no personal contact info)			
Current Syllabus			
Semester dates are accurate			
SLOs/Objectives are clearly stated			
Welcome Announcement is posted with details on "Getting Started" with the class			
Assignment due dates are clearly posted for each assignment			
Grading Policy/Weights is clearly stated			
Videos include transcripts			
Test questions/settings/gradebook columns are updated			
Content is organized in lesson, weeks, chapters etc.			
Font Color is ADA Compliant, Arial and Times New Roman only, limited use of Capitalization (limited use of Reds and Yellows)			
Content areas avoid excessive scrolling			
Navigation menu includes all default items (Home Page, Announcements, My Grades, Calendar, Lessons)			
Course materials are presented using a format (preferably PDFs) that is compatible across all platforms			

Comments/Suggestions _____
