

Northern College Course Quality Review Checklist

Required Elements: Reference to Policy A-28, Procedures A-28-1	Check	Notes
Approved Course Outline in pdf format as obtained from the COMMS system		
Course Section Information (CSI) that aligns, including evaluation type weighting, to the course outline and contains a detailed schedule of topics and assessment due dates		
Professor and instructor contact information including information on the preferred method of electronic communication and intended response time to email or texts		
a "Getting Started" folder or module to inform students how the course LMS website will be used, and how to find technical or learning supports as necessary.		
Students are informed of critical dates for assignment submissions, quizzes, tests and exams, and how late submissions or missed deadlines would be handled		
The Grade Centre, within each course on the College's LMS, will be used to provide students information on course progress and grades associated with assignments, quizzes, test and projects		
Digital course materials provided to students must be accessible via the College maintained LMS unless the use of an alternate service provider or external website has received approval from the Program Dean. When approved, a link to the site must be provided through the College LMS		
Review Standards: Course Overview	Check	Notes
Learners are introduced to the purpose and structure of the course and how the course contributes to the Program Learning Outcomes		
Expectations are communicated to learners regarding participation and conduct in online discussions, email, and other forms of interactions.		
Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided		
Minimum technology requirements for the course are clearly stated		
Course materials are organised in Course modules, Units, or week by week activity folders		
Review Standards: Learning Objectives and Instructional Materials	Check	Notes
Each lesson has an introduction		
Each lesson has a statement of the learning outcomes		
Each lesson has lesson notes, slides, or materials that outline and explain the core content and enhance rather than restate the text		
Lesson notes are presented in a logical and coherent sequence, are AODA compliant, and when necessary made available in alternate (accessible) formats		
Each lesson has a learning activity to assist the student in understanding the material		
Lesson notes include links within the Learning Management System (LMS) to direct students to relevant assignments		
Each lesson has a summary that briefly reviews the content learned in the lesson		
Self-assessment exercises are integrated at appropriate locations throughout online course components		
Review Standards: Assessments and Evaluation	Check	Notes
The assignment, discussion forums and quiz tools are utilized where applicable and practical to provide students access to online quizzes, tests and to accept student assignments and project submissions		
The assessments measure the achievement of the stated learning objectives or competencies		
The assessments used are sequenced, varied, and suited to the level of the course		

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Instructions are included under the assignment section to advise students how and when to submit their assignments and complete quizzes		
Students are provided with a grading rubric or criteria upon which the assignments will be evaluated		
Assignments and assessments are varied and suited to the level of the course		
Learners are provided multiple opportunities to track their learning progress		
Review Standards: Student Engagement and Participation	Check	Notes
Professor uses announcements regularly/ weekly		
Student engagement and participation is monitored using system access tracking tools and at risk students are referred to College's Academic Student Support Services department as per setablished timelines		
Instructor led and moderated discussion forums (if part of the course) are designed to generate student participation and engagment		
Learners are informed of the criteria used to used to evaluate their participation in the course		
Clear instructions on the group work (if part of the course) are included (e.g., role of Facilitators, marks to be awarded, rubric for assessing, etc.)		
Lessons delivered in a synchronous (video enabled) manner make use of the Blackboard Collaborate or MS teams, and include closed captioning when ever possible		
Webinars, video lessons and synchronous sessions are recorded and made available to learners within the course		
When appropriate, learning activities allow for student-to-student interaction or collaboration		
Review Standards: Accessibility and Usability	Check	Notes
Course navigation facilitates ease of use		
Grammatical, punctuation and spelling errors are eliminated from all materials		
The course provides accessible text, image desriptions, closed captioned video's and and web pages that meet the needs of diverse learners		
Files provided to the students in the form or PowerPoint, Word, or Excel fomate meet AODA accessibility standards		