



Blackboard Vista: Online Course Quality Checklist

Here is a checklist to assist you in identifying key elements that contribute to promoting excellence in the design and delivery of online courses:

Course Design

- ___ Include a syllabus with learning objectives clearly stated.
- ___ Provide instructions on how students should begin the course.
- ___ Provide information about yourself. This information may include a picture and biographical information.
- ___ Use clear and consistent navigation. If you are not using some of the tools provided in BbVista, remove them so students do not get confused.
- ___ Use the Announcements tool or include a space on your Course Content Homepage for posting announcements.
- ___ Clearly identify due dates and deadlines by using the Calendar tool.

Course Content

- ___ Use the BbVista Learning Module tool, folders or single files to deliver lessons to your students in sections. The Learning Module can be used to emulate lectures in face-to-face sessions.
- ___ Use the Web Links tool to create links to outside resources as part of your course content. Check links on a regular basis to make sure that they are working.
- ___ Use a variety of media to present your content to address different learning styles. For example, you can add audio to your PowerPoint Presentations or record a portion of your lecture using Camtasia.

Collaborative Learning

- ___ Post a welcome message to your students in the Discussion tool.
- ___ As part of the first assignment, have students introduce themselves in the Discussion tool.
- ___ When using the Discussion tool, use the Grading option to ensure that students participate and add value to their posts.
- ___ Include assignments that foster faculty-to-student and student-to-student interaction using the following BbVista tools: Mail, Assignments, Discussions and Chat.
- ___ Post guidelines for instructor response time and availability. Guidelines should include when students should expect to receive a response from you for e-mail inquiries, feedback on assignments and assessments and if you will hold office hours using the Chat tool.

Grading

- ___ Include assignments that meet course objectives and encourages active learning.
- ___ Material and assignments should encourage students to maintain regular access to the course.
- ___ Design projects and assignments that require students to make appropriate and effective use of external resources including print, library and the Web.
- ___ Provide students with opportunities for self-assessment by creating BbVista self tests.
- ___ State minimum levels of student participation and how it will be graded.

Classroom Management

- ___ Provide guidelines for appropriate online behavior including using the communication tools (Mail, Discussions and Chat tools).

___ Provide students with links to appropriate UNC Charlotte policies - Academic Integrity policy, Copyright policy, Diversity policy, etc.

Student Support

___ Provide students with information on how to contact you, including BbVista email, UNC Charlotte email, virtual office hours and telephone number. Include information on the expected time frame for receiving a response from you.

___ Provide students with a link to the UNC Charlotte's Atkins Library: <http://library.uncc.edu/> [<http://library.uncc.edu/>]

___ Post links for downloading free software applications such as Adobe Acrobat Reader, Real Player, PowerPoint Viewer, etc.

___ Create a link to the BbVista Help website where students can view support information and request technical assistance at: <http://bbvista.uncc.edu/> [<http://bbvista.uncc.edu/>]

Your screens may look different depending upon your configuration.

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