Designers Checklist for Online Course Development
(Team-based Approach)

Criteria	✓
PLANNING PHASE	
Course Design Planning document is completed.	☐ Yes ☐ No ☐ N/A
Team members' roles and responsibilities are discussed and confirmed.	☐ Yes ☐ No ☐ N/A
Course budget is discussed and confirmed.	☐ Yes ☐ No ☐ N/A
Course timelines and delivery date are confirmed.	☐ Yes ☐ No ☐ N/A
Academic/peer reviewer is identified, confirmed and informed.	☐ Yes ☐ No ☐ N/A
A strategy for copyrighted materials has been identified.	☐ Yes ☐ No ☐ N/A
An assessment strategy for the entire course is discussed and planned.	☐ Yes ☐ No ☐ N/A
Multimedia requirements have been discussed and estimated.	☐ Yes ☐ No ☐ N/A
A Project Schedule (also called Project Charter or Agreement) is developed and signed by the key team members.	☐ Yes ☐ No ☐ N/A
A sample lesson plan/module is completed.	☐ Yes ☐ No ☐ N/A
The delivery platform (i.e. Moodle, Blackboard Learn, WordPress) and existing supported tools and technologies are identified and discussed.	☐ Yes ☐ No ☐ N/A
The final Course Design Planning document has been sent to the academic reviewer for review and feedback.	☐ Yes ☐ No ☐ N/A
Learners are involved in planning stage.	☐ Yes ☐ No ☐ N/A
COMMENTS	

DESIGN AND DEVELOPMENT PHASE

Academic/peer reviewer's feedback on the Course Design Planning document has been shared with the instructor and necessary changes have been incorporated.	☐ Yes ☐ No ☐ N/A
Course content is written or adapted from existing materials. OER is introduced.	☐ Yes ☐ No ☐ N/A
Course goals and learning objectives are stated.	☐ Yes ☐ No ☐ N/A
Graphic/media needs have been discussed with the team for development.	☐ Yes ☐ No ☐ N/A
An assessment strategy for the entire course is developed.	☐ Yes ☐ No ☐ N/A
Opportunities for self-assessment in the learning process are provided.	☐ Yes ☐ No ☐ N/A
A didactic discourse is maintained throughout the course.	☐ Yes ☐ No ☐ N/A
Different examples of activities are used throughout the course.	☐ Yes ☐ No ☐ N/A
Instructional materials are copyright-cleared or are in public domain.	☐ Yes ☐ No ☐ N/A
Course content and technologies are in accordance with W3C standards (Accessibility Checklist)	☐ Yes ☐ No ☐ N/A
All the course content is written, finalized and sent to the academic/peer reviewer.	☐ Yes ☐ No ☐ N/A
Tools /educational technologies are assessed and selected. (Assessing Technology)	☐ Yes ☐ No ☐ N/A
COMMENTS:	

PRODUCTION PHASE

Academic/peer reviewer's comments on the entire course content have been shared with the instructor and necessary changes have been incorporated.	☐ Yes ☐ No ☐ N/A
Instructions have been added to the content for the production team (i.e. web programmer) and all the files including content, images and media have been sent to the production team.	☐ Yes ☐ No ☐ N/A
Course content is uploaded into the delivery platform online.	☐ Yes ☐ No ☐ N/A
Videos, multimedia, images and tools are added and embedded into the course.	☐ Yes ☐ No ☐ N/A
The online course is in compliance with W3C standards and tools are accessible.	☐ Yes ☐ No ☐ N/A
The course instructor has been trained in the online delivery platform.	☐ Yes ☐ No ☐ N/A
Quizzes, assignments, assessment and discussions have been created.	☐ Yes ☐ No ☐ N/A
Course syllabus and course links are current and active.	☐ Yes ☐ No ☐ N/A
All the copyright permissions have been obtained.	☐ Yes ☐ No ☐ N/A
Course textbooks and materials have been ordered or are available online.	☐ Yes ☐ No ☐ N/A
The course author/instructor has reviewed the course online to ensure all the course content and activities are in place and the course is ready for new offering/delivery.	☐ Yes ☐ No ☐ N/A

COMMENTS:

IMPLEMENTATION PHASE	
Course instructor is introduced to online teaching.	☐ Yes ☐ No ☐ N/A
A welcome letter/email has been sent to students registered in the course with information on how to order their textbooks, how to login into the course, and how to contact their instructors.	☐ Yes ☐ No ☐ N/A
All the payments for the course development have been made to the team members involved (i.e. course author, academic reviewer, media producer, …)	☐ Yes ☐ No ☐ N/A
Final exam arrangements are set and confirmed.	☐ Yes ☐ No ☐ N/A
Students with disability have been identified and accommodated.	☐ Yes ☐ No ☐ N/A
Course instructor has been informed of frequent presence in the first few weeks of the course.	☐ Yes ☐ No ☐ N/A
Students have been provided with learner supports and resources' links.	☐ Yes ☐ No ☐ N/A
Course instructor and instructional designer have made a list of issues throughout the course for course evaluation and modification purposes.	☐ Yes ☐ No ☐ N/A
Course instructor has required students' feedback throughout the course.	☐ Yes ☐ No ☐ N/A
Learners have completed a course evaluation at the end of the course.	☐ Yes ☐ No ☐ N/A
COMMENTS:	

EVALUATION PHASE

The course instructor has met with the instructional designer and other course development members to debrief how the course went.	☐ Yes ☐ No ☐ N/A
Students' feedback and course evaluation forms have been reviewed and outstanding issues have been noted.	☐ Yes ☐ No ☐ N/A
The course instructor and the instructional designer have provided a list of new strategies and changes based on their reflection as well as feedback received.	☐ Yes ☐ No ☐ N/A
All the revisions to be done for the next offering have been discussed and noted upon the available budget and resources.	☐ Yes ☐ No ☐ N/A
Online course evaluation rubrics or checklists (an example from Michigan State University) have been developed and used for the course/program.	☐ Yes ☐ No ☐ N/A
Faculty peer review of online teaching is available (Example: Penn State University – Faculty Peer Review)	☐ Yes ☐ No ☐ N/A
COMMENTS:	