

# UMKC Online Course Certification Checklist

Online Courses must meet each of the standards listed below to achieve certification.

**Course Name:**

**Course Department:**

**Program:**

**Faculty Member(s):**

**Reviewer:**

**Date Created:**

**Date Finalized:**

**Summary of Elements Needed:**

## Course Overview and Introduction:

1.  [This course includes approximately 45 clock hours of instructional materials/activities per credit hour.](#)
2.  [Instructions make clear how to get started and where to find various course components.](#)
3.  [The instructor explains the purpose and structure of the course.](#)
4.  [Course specific and institutional policies that the learner is expected to follow are clearly stated.](#)
5.  [Minimum technology requirements are clearly stated and links to resources for learning more are provided.](#)
6.  [Prerequisites/co-requisites are located in the syllabus or course site.](#)
7.  [Instructor and student introductions are made online. Ideally, these introductions are in video format or at least include an image of the person.](#)

Feedback

## Learning Objectives (Competencies)

8.  [Course learning objectives \(course/program competencies\) are clearly stated in the course description, in the course site or in the syllabus.](#)
9.  [Course learning objectives/competencies are measurable.](#)
10.  [Module/unit learning objectives or competencies describe outcomes that are measurable and are consistent with course level objectives/competencies.](#)
11.  [The relationship between the learning objectives and the course activities is clearly stated.](#)

Feedback

## Assessment and Measurement

12.  [The assessments measure the stated learning objectives or competencies.](#)

(Version 9, January 2018)

13.  [The course grading policy is stated clearly.](#)
14.  [Due dates and points associated with each assignment are clearly delineated.](#)
15.  [Specific and descriptive criteria for the evaluation of work are tied to the course grading policy.](#)
16.  [The assessments are sequenced and varied.](#)
17.  [The course provides learners with multiple opportunities to track their learning progress \(formative and summative assessments\).](#)

Feedback

### Instructional Methods

18.  [The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.](#)
19.  [Both the purpose of the instructional materials and how the materials are to be used for learning activities are clearly explained.](#)
20.  [Appropriate copyright permissions have been obtained for all instructional materials in the course.](#)
21.  [A variety of instructional materials are used in the course.](#)

Feedback

### Course Activities and Interaction

22.  [The learning activities promote the achievement of the stated learning objectives or competencies.](#)
23.  [The learning activities provide opportunities for interaction that support active learning.](#)
24.  [The instructor's plan for classroom response time and feedback on assignments is clearly stated.](#)
25.  [The instructor uses a tool available to the entire class which allows for general question and answer about the course or syllabus.](#)
26.  [The requirements for learner interactions are clearly stated.](#)
27.  [The instructor's availability is clearly stated, including a schedule for online office hours.](#)

Feedback

### Course Technology

28.  [The tools used in the course support the learning objectives and competencies.](#)
29.  [Course tools promote learner engagement and active learning.](#)
30.  [Technologies required in the course are representative of current standards for online instructional delivery.](#)
31.  [Links are provided to privacy policies for all external tools required in the course.](#)

Feedback

## Learner Support

- 32.  [The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.](#)
- 33.  [Course instructions articulate or link to the institutions' accessibility policies and services.](#)
- 34.  [The course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.](#)

Feedback

## Accessibility and Usability

- 35.  [Course navigation is logical, consistent and efficient.](#)
- 36.  [Information is provided about the accessibility of all technologies required in the course.](#)
- 37.  [The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.](#)
  - a. All instructor-created video material contains edited captions.
    - i. [Panopto Captioning](#)
    - ii. [YouTube Captioning](#)
  - b. [All images in the course contain titles and alt text.](#)
  - c. All instructor-created documents are appropriately tagged and fully accessible including the Course Syllabus.
    - i. [Microsoft Word Accessibility Checker](#)
    - ii. [Microsoft PowerPoint Accessibility Checker](#)
    - iii. [Microsoft Excel Accessibility Checker](#)
    - iv. [Adobe Acrobat Accessibility Checker](#)
- 38.  [The course design facilitates readability.](#)
  - a. [Appropriate use of color/color-contrast.](#)
  - b. [Descriptive text for all long hyperlinks.](#)
- 39.  [Course multimedia facilitate ease of use.](#)
  - a. [Uses University-supported and approved software and tools.](#)
  - b. [Course and related materials are facilitated within the University-approved Learning Management System \(LMS\).](#)

Feedback