Review of Required Online Course Elements

First Day Items	OK	Comments
Instructor introduction is in the discussion area, on the homepage, or under the 'First Day' icon.		
Student introductions are set up in the discussion area and/or another alternate "getting to know you" activity is given.		
First Day instructions are under a "Start Here" or "Read First" or similar icon on the homepage. This should include the following: ☐ Welcome letter with a clear statement about how to get started in the course ☐ Any materials needed and where to find them -- textbooks, etc. ☐ Any special requirements of the class -- technology requirements, testing, etc. ☐ An explanation of the structure of the course -- a course outline or other way to give a "big picture" overview of the class ☐ Types of activities the student will be required to complete (written assignments, online tests, participation in discussion board, group work, etc.) ☐ A calendar or list of all assignments with intended due dates. ☐ ***If any of these items are in the syllabus, the syllabus should also be included***		
Syllabus Items	**OK**	**Comments**
Official Course Learning Outcomes [may also be placed in the Goal Tool]		
Instructor contact information, general availability, and email response time		
Grading Policy, including information on how discussions will be graded		
Late Policy		
Technical Support paragraph		
Academic Support paragraph		
Official ADA statement		
Communication Tools	**OK**	**Comments**
The Mail Tool is present in the class		
The Discussion Tool is present in the class		
On Homepage		
First Day Items are under an icon suitably labeled so students can immediately find it		
A link to the Distance Learning Student Resources web page		
A link to Academic Support web page		
A graphic banner is at the top of Homepage		
Icons are not blocky		