Quality Digital Learning Development

Digital Learning Services developed the following checklist to highlight the attributes of high-quality digital content that can be incorporated into your bCourses course site. Consider this checklist a guide that you can use. You may opt to focus on a few attributes at a time, and you may find there are items you are already incorporating into your bCourses course site.

Organization

- [ ] Include clear directions to students on how to use your bCourses site and get started on the home page
- [ ] Provide a downloadable syllabus that includes relevant policies and mirrors your bCourses site
- [ ] Use consistent course navigation that ensures students will not miss any of the course content or assignments
- [ ] Use learning objectives to divide content into distinct and purposeful modules (e.g., by weeks or units)
- [ ] Use bCourses' Modules to structure the order, timeline, and requirements for when students will have access to materials
- [ ] Ensure instructions in bCourses assignments, quizzes, and discussions are identical to what is described in your syllabus
- [ ] Include links to assignments, discussions, files, and quizzes within the relevant modules
- [ ] Organize your course materials in the Files section using numbering and labeling that is consistent with your weekly or unit modules layout

Engagement

- [ ] Provide a brief welcome video and written introduction on the home page
- [ ] Include an introduction discussion or activity with the goal of community building
- [ ] Create opportunities for substantive student-to-student interaction outside of the classroom environment
- [ ] Provide guidelines for productive, meaningful, and respectful interactions between students
- [ ] Use Announcements to highlight weekly due dates, activities, and timely content

Instructional Materials

- [ ] Upload and publish instructional materials that support the course learning objectives (e.g., lecture slides, tutorial videos, etc.)
- [ ] Include a variety of instructional materials that provide a diverse representation of the content such as newspaper or magazine articles, segments of public lectures or interviews, or podcasts
- [ ] Provide links to instructional materials on week or unit pages
- [ ] Meet accessibility standards for all types of instructional materials
- [ ] Ensure all materials meet copyright and fair use standards

Assessments

- [ ] Configure and weight your bCourses assignments so they accurately reflect your grading policy as stated in the syllabus and allow students to monitor their progress in the course
- [ ] Develop a variety of formative assessments in bCourses to provide students with low-stakes or no-stakes opportunities to demonstrate desired progression through course learning objectives
- [ ] Develop rubrics in bCourses to define expectations and consistently grade assignments and provide meaningful feedback to students