Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course:
Instructor:
Summary:

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.				
6.2 Course tools promote learner engagement and active learning.				
6.3 Technologies required in the course are readily obtainable.				
6.4 The course technologies are current.				
6.5 Links are provided to privacy policies for all external tools required in the course.				
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.				
7.2 Course instructions articulate or link to the institution's accessibility policies and services.				a
7.3 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.				b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.				c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.				Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.				
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.				
8.4 The course design facilitates readability				Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.				

Reviewer Information
- Date reviewed:
- Reviewed by:

Notes
[a]The following statement about disability services (recommended 16 point font): Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
http://advising.osu.edu/welcome.shtml

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. http://ssc.osu.edu. Also, consider including this link in the "Other Course Policies" section of the syllabus.