AWC Course Checklist

Course Information	★ Required ★★ Recommended
Yes ✔	**Criteria & training available**
❏ ★	**Required:** **Home Page** provides visual representation of course; a brief course description or introduction; clear instructions for students (e.g., Start Here) and quick and easy navigation to current content.
❏ ★	**Required:** **Course Navigation** is clear and consistent (unused items are hidden).
❏ ★	**Required:** Course information including 1st Day Handouts, syllabi, **policies** for grading, late work and make-up work; and technology **requirements**. Instructor has provided learning objectives and student expectations.
❏ ★	**Required:** Use of Canvas Gradebook with timely and up-to-date feedback. Students should receive feedback within one week.
❏ ★	**Required**: Regular use of the attendance feature in Canvas (updated weekly).
❏ ★	**Required:** Instructor has provided **contact information** including a biography, email address, phone number, availability information, communication preferences, response time, and picture.
❏ ★	**Required:** **Course card** (dashboard tile) provides visual representation of the subject by adding an image in Course Settings.
❏ ★	**Required:** Course contains information and links to **institutional resources** (e.g. Student Success Center, AccessABILITY, institutional services, Academic Library).
❏ ★	**Required**: Regularly scheduled office hours including virtual hours via phone or Zoom room.

Course Content	★ Required ★★ Recommended
Yes ✔	**Criteria & training available**
❏ ★	**Required:** **Copyright** law is followed. Course breaks no copyright considerations. Instructors are responsible for following Copyright policies.
❏ ★	**Required:** All links, files, videos and external **URLs** are active and working.
❏ ★	**Required:** Learning activities include **student-student engagement** to foster a sense of community (e.g. discussions, constructive collaboration and peer reviews).

Yes ✔	Criteria
❏ ★	**Required:** Learning activities include timely and quality **student-teacher interaction** (e.g. teacher is actively engaged in authentic conversations and provides quality feedback).
❏ ★	**Required:** Content is divided into learning **modules** (e.g. organized by units, chapters, topic, or weeks).
❏ ★★	**Recommended:** Modules includes an Introduction/Overview page and a Conclusion/Summary page.
❏ ★★	**Recommended:** Opportunities for **course feedback** are present and available to students.
❏ ★★	**Recommended: Relevant External tools** (e.g., MyMathLab, Pearson, Cengage) are used with clear instructions.

Assessment of Student Learning ★ Required ★★ Recommended

Yes ✔	Criteria
❏ ★	**Required:** Detailed **instructions** are clearly written to ensure understanding to support student actions.
❏ ★	**Required:** A variety of **assessments** is used (e.g., discussions, individual and/or group assignments and quizzes) to increase learner engagement and promote active learning.
❏ ★	**Required:** Assessments include option for instructors to provide prompt and high-quality feedback.
❏ ★★	**Recommended: Sample assignments** are provided to illustrate instructor expectations.
❏ ★★	**Recommended: Rubrics** used to evaluate assignments and/or discussions.
❏ ★★	**Recommended:** Assessment outcomes are identified in Canvas where appropriate.

Course Accessibility ★ Required ★★ Recommended

Yes ✔	Criteria
❏ ★	**Required:** Use accessibility check to assure ADA compliance.
❏ ★	**Required: Audio and Video** materials (mp3, wav, etc.) are accompanied by a transcript and videos / screencasts are closed-captioned. Work with the AccessABILITY department and the Distance Education department for additional support.

The Distance Education department is always ready to help you create a cycle of success with Canvas through Training, Content, and Learning & Strategy Services! If you would like additional support, please contact Distance Education at 928-317-6277 or Distance.Education@azwestern.edu

Adapted from Canvas Resources