











Course QA Review Checklist



The purpose of this checklist is to ensure the quality of each course at the College of Nursing.







 =Instructor responsibility


 =Instructional Designer (Jane) responsibility

Course Information	
Course Number and Title	
Canvas Course URL	

Complete? (Y, N or NA)			Course Organization/Overall Structure
Review 1	Notes	Review 2	Task
			 Room (physical location) is set. If not, contact Sarah Brown .
			 Course uses CON official homepage with current CON logo.
			 Course links to CON Start Here page.
			 Grading scheme is enabled in Canvas, with the correct scheme selected.
			 Left-hand navigation is accurate.
			 Helpdesk/technology information is included and up-to-date.
			 Progression of course content is clearly divided using Canvas Modules.

			 Library/APA information is included and up-to-date.
			 Course activities due dates are stated and are accurate.
Comments [strike out comments when addressed]			






Complete? (Y, N or NA)			Course Content
Review 1	Notes	Review 2	Task
			  Instructor contact information is provided.
			 All material presented has a purpose (ie, students are required to actually do something with each item).
			 Both formative and summative evaluation methods are used (students practice and are given feedback as they progress).
			 Assignment expectations and grading criteria are clearly described for each graded learning activity.
			 Module objectives (instructor-generated, vs. course objectives; see the Objectives & Outcomes section) are addressed in course content.
Comments [strike out comments when addressed]			

Complete? (Y, N or NA)			Course Mechanics
Review 1	Notes	Review 2	Task
			 All links work and point to the correct destination. (Use link validator)

			🍎 All videos play. Check in Student View .
			🍎 Third party tools or integrations function as described.
			💻🍎 There are no obvious typos or grammatical errors.
Comments [strike out comments when addressed]			

Complete? (Y, N or NA)			Syllabus
Review 1	Notes	Review 2	Task
			🍎 Official CON syllabus is used and is linked on the Syllabus page.
			🍎 Your syllabus has been sent to Sarah Brown .
			🍎 Your syllabus grading scheme is accurate. If you are using a total point system, make sure your assignment points are correct. If you are using a weighted system , (recommended), be sure your syllabus reflects that.
Comments [strike out comments when addressed]			

Complete? (Y, N or NA)			Accessibility Compliance
Review 1	Notes	Review 2	Task
			🍎 All images have appropriate alt tags
			💻 Headings are properly formatted
			🍎 Links are properly formatted

			 Colors are not used to convey information. Click the DaVinci Man at the bottom right of your Canvas page  5 to fix.
			 Color contrast is implemented correctly. Click the DaVinci Man to fix.
			 Lists are formatted properly. Click the DaVinci Man to fix.
			 PDFs are legible or converted to a Canvas page (a future requirement--not feasible yet)
Comments [strike out comments when addressed]			

General Course Comments [strike out comments when addressed]

Course Quality Review Completed	Review 1	Review 2
Date		
Reviewer		