Course Quality Checklist

1. **Course Merge Request**  
   a. If I want to merge courses or sections, have I submitted my request? It is best to submit your request before adding content. ([Link to course merge request form](#))

2. **Organizing the Content Area** Are these located at the top of the content area?  
   a. Course syllabus, including textbook information  
      o Does the syllabus title in Blackboard include a “last edited” date?  
   a. Instructor contact information  
   b. Instructor office hours schedule and how to access  
   c. Course schedule  
   d. Zoom link for any course meetings  
   e. Updates if course delivery changes due to COVID-19 issues

3. **Are there Individual Unit Folders (one per unit) on the Content Area?**  
   a. Is content within the unit folder consistent with course schedule (Ex: Before, During, After)

4. **Unit Learning Objectives/Outcomes**  
   a. Are there course outcomes and unit outcomes?  
   b. Do unit outcomes begin with an action verb?  
   c. Do outcomes address learning rather than course experiences?

5. **Formatting Blackboard Items**  
   a. Do articles/ online resources have direct, active, permanent links to Concordia library or other free online sources?  
   b. Embeded hyperlinks to resources and recorded mini-lectures  
      ▪ Do all hyperlinks work and take you to the right place?  
      ▪ Do all hyperlinks open in a new window?  
   c. Are lists formatted correctly using the bulleted or numbered list feature on the Content Editor ribbon?

6. **Unit Assignments/Assignment Drop boxes**  
   a. Are Blackboard Assignment (Drop boxes) created for work that is turned in?  
   b. Does the assignment name match the assignment name in the syllabus/course schedule?

7. **Grade Center**  
   a. Is the weighted total or total column checked as external grade?  
   b. Is there a column for each gradable assignment?  
   c. Does the grade center column name match the assignment name from the syllabus?  
   d. Have I adjusted grade center Categories (if applicable)?  
   e. Is the grading scale correct compared to the syllabus (if using)?  
   f. Have any extra/unused columns been deleted?

8. **Dates in Course** – If course copied from a previous term, have the dates been updated?  
9. **Course Availability** - Is the course set to open to students the Friday before the course begins?