

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. Embedded 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?