|  |
| --- |
| **CSCU Best Practices Resource Guide**  **for Online Course Instruction (DRAFT Document)** |

1. COURSE OVERVIEW AND INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR Alignment** |
| 1. | Course includes Welcome and Getting Started content. | * Communication & Presence * Interaction & Collaboration | [OSCQR 1](https://oscqr.suny.edu/standard1/) |
| 2. | An orientation or overview is provided for the course overall, as well as in each module. Learners know how to navigate & what tasks are due. | * Communication & Presence * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 2](https://oscqr.suny.edu/standard2/) |
| 3. | A syllabus is available to learners in a downloadable format. The syllabus is ADA accessible per CSCU’s technical standards outlined in the CSCU Digital Accessibility Policy compliant ([See the CSCU Digital Accessibility Policy](https://accessibility.ct.edu/council/policy/)). | * Communication & Presence * Equitable Methods & Multiple Means * Clear Expectations & Accountability * Alignment of Content to Outcomes * Accessible Content | [OSCQR 3](https://oscqr.suny.edu/standard3/)  [OSCQR 4](https://oscqr.suny.edu/standard4/) |
| 4. | Course includes relevant campus policies on plagiarism, computer use, filing grievances, accommodating disabilities, etc. | * Communication & Presence * Interaction & Collaboration * Clear Expectations & Accountability * Accessible Content * Proper Support & Training | [OSCQR 5](https://oscqr.suny.edu/standard5/) |
| 5. | Course provides access to learner success resources (technical help, support services, orientation, academic honesty, tutoring). | * Communication & Presence * Clear Expectations & Accountability * Accessible Content * Proper Support & Training | [OSCQR 6](https://oscqr.suny.edu/standard6/) |
| 6. | Appropriate methods and devices for accessing and participating in the course are communicated (mobile, publisher websites, secure content, pop-ups, browser issue, microphone, webcam). | * Communication & Presence * Clear Expectations & Accountability * Accessible Content | [OSCQR 8](https://oscqr.suny.edu/standard8/) |
| 7. | Course objectives/outcomes are clearly defined, measurable, and aligned to learning activities and assessments. Weekly learning objectives are identified at the beginning of module/week/unit (however you structure your course) to demonstrate how course material is in alignment with course level outcomes | * Communication & Presence * Clear Expectations & Accountability * Equitable Methods & Multiple Means * Alignment of Content to Outcomes | [OSCQR 9](https://oscqr.suny.edu/standard9/) |
| 8. | Course provides contact information for instructor, department, & program. | * Communication & Presence * Interaction & Collaboration | [OSCQR 10](https://oscqr.suny.edu/standard10/) |
| 9. | Course information states whether the course is fully online, blended, or web enhanced. (Syllabus preferred) | * Communication & Presence * Clear Expectations & Accountability | [OSCQR 7](https://oscqr.suny.edu/standard7/) |

1. COURSE TECHNOLOGY, TOOLS & ACCESSIBILITY

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR Alignment** |
| 10. | Requisite skills for using technology tools (websites, software, and hardware) are clearly stated and supported with resources. | * Communication & Presence * Clear Expectations & Accountability * Accessible Content * Proper Support & Training | [OSCQR 11](https://oscqr.suny.edu/standard11/) |
| 11. | Frequently used technology tools are easily accessed. Any tools not being utilized are removed from the course menu. | * Accessible Content | [OSCQR 13](https://oscqr.suny.edu/standard13/) |
| 12. | Any technology tools meet accessibility standards. ([CSCU Digital Accessibility Policy](https://accessibility.ct.edu/council/policy/) )￼ | * Accessible Content | [OSCQR 15](https://oscqr.suny.edu/standard15/) |
| 13. | If applicable, any apps that are required for students are available on both Android and iOS mobile platforms. | * Clear Expectations & Accountability * Accessible Content |  |
| 14. | If applicable, efforts are made to minimize the use of content that does not work on mobile devices. | * Clear Expectations & Accountability * Accessible Content |  |
| 15. | Content is (visually) divided into small, manageable chunks (discreet sections/segments?). | * Accessible Content |  |
| 16. | Technical skills required for participation in course learning activities are scaffolded in a timely manner (technology training, orientation, practice, and application - where appropriate) | * Proper Support & Training | [OSCQR 12](https://oscqr.suny.edu/standard12/) |
| 17. | Course includes links to privacy policies and practices for technology tools. | * Accessible Content * Proper Support & Training | [OSCQR 14](https://oscqr.suny.edu/standard14/) |
| 18. | Hyperlinks are provided for embedded content. (Alternate access to materials) | * Accessible Content |  |
| 19. | The course utilizes accessible table structures where needed as well as utilizes header/style structures for hierarchy and bullets/numbered lists for outlined content | * Accessible Content |  |
| 20. | Text is not placed to the left or right of images. Images should be placed inline with text and not as a floating object. | * Accessible Content |  |
| 21. | When specifying image and table width, percentages are used instead of pixels. | * Accessible Content |  |
| 22. | The course is tested on multiple mobile devices. (Test course design within LMS mobile app?) | * Accessible Content |  |

1. DESIGN AND LAYOUT

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR Alignment** |
| 23. | A logical, consistent, and uncluttered layout is established. The course is easy to navigate (consistent color scheme and icon layout, related content organized together, self-evident titles). | * Accessible Content * Consistent Experience * Common Terminology & Definitions | [OSCQR 16](https://oscqr.suny.edu/standard16/) |
| 24. | Large blocks of information are divided into manageable sections with ample white space around and between the blocks. | * Accessible Content * Consistent Experience | [OSCQR 17](https://oscqr.suny.edu/standard17/) |
| 25. | There is enough color contrast between text and background for the content to be easily viewed. | * Accessible Content * Consistent Experience | [OSCQR 18](https://oscqr.suny.edu/standard18/) |
| 26. | Instructions (e.g., assignments, technology, etc.) are provided and well written. | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 19](https://oscqr.suny.edu/standard19/) |
| 27. | Course is free of grammatical and spelling errors.  (Course content is reviewed for appropriate grammar and spelling as well as link validity) | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 20](https://oscqr.suny.edu/standard20/) |
| 28. | Text is formatted with titles, headings, and other styles to enhance readability and improve the structure of the document. | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 21](https://oscqr.suny.edu/standard21/) |
| 29. | Flashing and blinking stimuli (e.g., text, images) are avoided. | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 22](https://oscqr.suny.edu/standard22/) |
| 30. | A sans-serif font type (such as Arial, Calibri, Verdana) with a standard size of at least 12 point is used.  (to meet accessibility best standards for onscreen readability) | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 23](https://oscqr.suny.edu/standard23/) |
| 31. | When possible, information is displayed in linear format instead of as a Table. (possible alternate/addition: Avoid using tables for formatting/design layout only) | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 24](https://oscqr.suny.edu/standard24/) |
| 32. | Tables are accompanied by a title and summary description (if applicable). | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 25](https://oscqr.suny.edu/standard25/) |
| 33. | Table header rows and columns are assigned (if applicable). | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 26](https://oscqr.suny.edu/standard26/) |
| 34. | Slideshows use a predefined slide layout and include unique slide titles. (object order is defined, alt text) | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 27](https://oscqr.suny.edu/standard27/) |
| 35. | For all slideshows, there are simple, non-automatic transitions. | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 28](https://oscqr.suny.edu/standard28/) |

1. CONTENT AND ACTIVITIES

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR Alignment** |
| 36. | Course materials and resources include copyright and licensing status, clearly stating permission to use where applicable. [(CSCU Copyright Guide)](https://library.ctstate.edu/c.php?g=1337669) | * Accessible Content * Clear Expectations & Accountability (appropriate permissions) | [OSCQR 33](https://oscqr.suny.edu/standard33/) |
| 37. | Text content is available in an easily accessed format, preferably using the Learning Management System (LMS) content editor. All text content is readable by assistive technology devices (e.g., screen readers), including a PDF or any text contained in an image. No documents that are saved as images are present in the content.) | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 34](https://oscqr.suny.edu/standard34/) |
| 38. | A text equivalent for every non-text element is provided ("alt" tags, captions, transcripts, etc.). | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 35](https://oscqr.suny.edu/standard35/) |
| 39. | Text, graphics, and images are understandable when viewed without color. Text should be used as a primary method for delivering information. | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 36](https://oscqr.suny.edu/standard36/) |
| 40. | Hyperlink text is descriptive and makes sense when out of context (avoid using "click here"). | * Communication & Presence * Accessible Content * Consistent Experience | [OSCQR 37](https://oscqr.suny.edu/standard37/) |
| 41. | Course offers access to a variety of diverse and engaging resources that facilitate communication and collaboration, deliver content, and support learning and engagement. | * Communication & Presence * Interaction & Collaboration | [OSCQR 29](https://oscqr.suny.edu/standard29/) |
| 42. | Course provides activities and materials for learners to develop higher-order thinking and problem-solving skills, such as critical reflection and analysis. | * Alignment of Content to Outcomes | [OSCQR 30](https://oscqr.suny.edu/standard30/) |
| 43. | Course provides materials and activities that emulate/perform real world applications of the discipline, such as experiential learning, case studies, and problem-based activities. | * Alignment of Content to Outcomes | [OSCQR 31](https://oscqr.suny.edu/standard31/) |
| 44. | Where available, Open Educational Resources, free, or low-cost materials are used. ([Open Educational Resources](http://www2.ct.edu/oer) <http://www2.ct.edu/oer>) | * Alignment of Content to Outcomes * Accessible Content | [OSCQR 32](https://oscqr.suny.edu/standard32/) |

1. INTERACTION

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR  Alignment** |
| 45. | Expectations for timely and regular feedback from the instructor are clearly stated (questions, email, assignments). | * Communication & Presence * Interaction & Collaboration * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 38](https://oscqr.suny.edu/standard38/) |
| 46. | Expectations for interaction are clearly stated (netiquette, grade weighting, models/examples, and timing and frequency of contributions). | * Communication & Presence * Interaction & Collaboration * Clear Expectations & Accountability | [OSCQR 39](https://oscqr.suny.edu/standard39/) |
| 47. | Course contains resources or activities intended to build a sense of class community, support open communication, and establish trust (at least one of the following – Ice breaker, Meet Your Classmates, Ask a Question discussion forums or similar). | * Communication & Presence * Interaction & Collaboration | [OSCQR 41](https://oscqr.suny.edu/standard41/) |
| 48. | Course offers opportunities for learner-to-learner interaction and constructive collaboration. | * Communication & Presence * Interaction & Collaboration | [OSCQR 42](https://oscqr.suny.edu/standard42/) |
| 49. | Learners are encouraged to share resources and knowledge from diverse sources of information in their course interactions. | * Communication & Presence * Interaction & Collaboration | [OSCQR 43](https://oscqr.suny.edu/standard43/) |
| 50. | Learners have an opportunity to get to know the instructor. | * Communication & Presence * Interaction & Collaboration | [OSCQR 40](https://oscqr.suny.edu/standard40/) |

1. ASSESSMENT AND FEEDBACK

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Guiding Principles** | **OSCQR  Alignment** |
| 51. | Course grading policies, including consequences of late submissions, are clearly stated in the course information area or syllabus. | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 44](https://oscqr.suny.edu/standard44/) |
| 52. | Course includes frequent and appropriate methods to assess learners’ mastery of content. | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability * Alignment of Content to Outcomes | [OSCQR 45](https://oscqr.suny.edu/standard45/) |
| 53. | Criteria for the assessment of a graded assignment are clearly articulated (rubrics, exemplary work). | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 46](https://oscqr.suny.edu/standard46/) |
| 54. | Learners are informed when a timed response is required. Proper lead time is provided to ensure there is an opportunity to prepare an accommodation. | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 48](https://oscqr.suny.edu/standard48/) |
| 55. | Learners have easy access to a well-designed and up-to-date gradebook. (Where publisher content is used, evidence must be provided) | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 49](https://oscqr.suny.edu/standard49/) |
| 56. | Learners have an opportunity to provide descriptive informal feedback on course design, course content, course experience, and ease of online technology. (e.g. weekly anonymous feedback, formative course feedback, reflection, journaling) | * Communication & Presence * Prompt & Meaningful Feedback * Continuous Improvement & Professional Development | [OSCQR 50](https://oscqr.suny.edu/standard50/) |
| 57. | Learners have opportunities to review their performance and assess their own learning throughout the course (pre-tests, automated self-tests, reflective assignments, etc.). | * Communication & Presence * Prompt & Meaningful Feedback * Equitable Methods & Multiple Means * Clear Expectations & Accountability | [OSCQR 47](https://oscqr.suny.edu/standard47/) |

 Online Learning Consortium - Logo 

The OSCQR Rubric, Dashboard, and Process are made available by the Online Learning Consortium, Inc. (OLC - <http://olc.onlinelearningconsortium.org/>) under the Creative Commons Attribution 4.0 International License (CC By 4.0). To view a copy of this license, visit <https://creativecommons.org/licenses/by/4.0/>. The OSCQR Rubric, Dashboard, and Process were originally developed by the State University of New York, through SUNY Online, Online Teaching (<https://online.suny.edu/onlineteaching/>). SUNY Online and its logo are registered trademarks of the State University of New York.