OWL Course Organization Checklist

INCLUDE ON OVERVIEW PAGE

- ☐ Course number and title
- ☐ Short introduction to the instructor
- ☐ Short introduction to the course, course learning outcomes, and course site
- ☐ "Next steps" for getting started in the course
- ☐ Instructor/TA name and contact information
- ☐ Instructor/TA availability and preferred contact method
- ☐ Technical requirements for the course
- ☐ Information on technical support
- ☐ Information on academic wellness support
- ☐ Information on health and wellness support
- ☐ Consider placing instructor, course and course site introduction, and "getting started steps" in videos with a downloadable script
- ☐ Consider adding the course calendar and announcement tools to the homepage

LESSONS TOOL

- ☐ Consistently use of landing pages for each lesson or unit to introduce the topics, clarify student tasks and timelines, and organize the lesson content
- ☐ Add checklists so students can track their progress. Consider adding suggested times to complete tasks
- ☐ Create a course "rhythm" by choosing fewer tools and tasks and using them consistently across lessons/units
- ☐ "Chunk" information into smaller sections by using section breaks, subpages, and white space
- ☐ Keep videos to 7 minutes or less
- ☐ Use the rich text editor to include headings in text-heavy lessons
- ☐ Add links for direct access to relevant Assignment, Tests & Quizzes, and Forums

RESOURCES TOOL

- ☐ Intentionally designed file system
- ☐ Use of file folders to organize content
- ☐ All folders and resources have labels that indicate their content and file format

GENERAL SITE ORGANIZATION

- ☐ Organize the menu tabs so only those students need are visible
- ☐ Place most used tabs near the top
- ☐ Avoid renaming common tools
- ☐ Decide if course each lesson or unit should each have their own menu tab or all be found under one menu tab
- ☐ Use communication tools consistently and with a specific purpose

ACCESSIBLITY

- ☐ Word documents use formatting features such as headings, bullets, and numbers
- ☐ Images, figures, and tables used only when necessary
- ☐ Images, figures, and tables have alternative descriptions (i.e., Alt text)
- ☐ Charts in Word have the "Header Row" option selected
- ☐ Use the Accessibility Checker for Office 365 documents (e.g., Word and PowerPoint)
- ☐ PDFs have been created from accessible Word files. Word files are also available
- ☐ Weblinks are descriptive (e.g., don't say "click here")
- ☐ Videos have downloadable scripts or closed captioning. In OWL, add description and length adjacent to video
- ☐ Use the rich text editor in OWL
- ☐ Use section breaks in OWL to organize content