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## Introduction to Illinois workNet Online Course Quality Checklist

The **Introduction to Illinois workNet Online Course Quality Checklist** has been created to help the Advisory Work Group identify gaps in course development and design. Any gaps discovered should be addressed to improve course quality and enhance the experience of the course participants. The SIUC team will use this document as a checklist/self-evaluation tool to ensure that the important training and development pedagogical features are included in this course.

Below outlines sections of the checklist:

1. **Specific Criteria:** Displays the specific quality criteria of the course. Review the criteria to determine if the course meets or exceeds the criteria.
2. **Rules:** Represents the value of the criteria. The following items outline the rules used for the quality checklist:
  - a. **Required (REQ):** This element must be present for a user to effectively interact with the course.
  - b. **Very Important (VI):** A good quality course would be expected to have such an element because this feature improves participants course interaction.
  - c. **Important (I):** Although this would be a best-practice element, it is not essential to running the course or enhancing the participants interaction with the course.
3. **Ratings:**
  - a. **Rating of Met (2):** The course reflects 85% of the expected standards/expectations for the specific criterion.
  - b. **Rating of Partially Met (1):** The course reflects 70-84% of the expected standards/expectations for the specific criterion.
  - c. **Rating of Not Met (0):** The course reflects <70% of the expected standards/expectations for the specific criterion.
4. **Feedback and Guidance Comments:** Advisory Work Group members can use this space to provide information and suggestions to improve the course.



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Specific Criteria	Rules <i>Required (REQ), Very Important (VI), Important (I)</i>	Rating <i>2 (Met), 1 (Partially Met), 0 (Not Met)</i>	Feedback and Guidance Comments
<b>Section 1: Introduction/Getting Started</b> <b>1.1</b> A welcome message is presented for the course, making it clear how to locate a “start here” page or video for the program.	REQ		
<b>1.2</b> The “Getting Started” page provides an overview description of the course layout and components. <ul style="list-style-type: none"> <li>● List of technology requirements</li> <li>● Description of course modules</li> <li>● Organizational structure of course is described.</li> </ul>	REQ		
<b>Section 2: Organizational Design and Navigation</b> <b>2.1</b> Utilize appropriate identifying titles and descriptive subtitles for modules.	REQ		
<b>2.2</b> Present content in platform-free and reasonable sized, downloadable format	VI		



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<p><b>Section 3: Learning Objectives</b>  <b>3.1</b> List course learning objectives for the course.</p>	REQ		
<p><b>3.2</b> Include learning objectives in each module that are specific, measurable, and aligned to course outcomes.</p> <ul style="list-style-type: none"> <li>● Measurable modules contain learning objectives in each course</li> <li>● Module learning objectives align with the course goals</li> </ul>	VI		
<p><b>3.3</b> Organize course content into identifiable modules that align with course outcomes/objectives.</p> <ul style="list-style-type: none"> <li>● Units align with course objectives</li> </ul>	REQ		
<p><b>Section 4: Assessment</b>  <b>4.1</b> Align learning activities with course and module learning objectives and course content.</p>	REQ		
<p><b>4.2</b> Use a variety of formative assessments to assess a user's learning:</p> <ul style="list-style-type: none"> <li>● Quizzes</li> <li>● Test</li> </ul>	REQ		



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<p><b>4.3</b> Allow users the opportunity to take quizzes and self-check activities.</p>	<p>REQ</p>		
<p><b>Section 5: Course Material, Interaction, and Engagement</b>  <b>5.1</b> Align learning activities and course materials with course learning objectives.</p>	<p>REQ</p>		
<p><b>5.2</b> Vary the course content and learning activities to meet the needs of the user by utilizing their most effective learning style.</p> <ul style="list-style-type: none"> <li>● Textual</li> <li>● Visual with alternative text for images/graphics</li> </ul>	<p>REQ</p>		
<p><b>5.3</b> Promote active learning through course content</p> <ul style="list-style-type: none"> <li>● Video</li> <li>● Learning Games</li> <li>● Website Search</li> <li>● Scenarios and Quizzes</li> </ul>	<p>REQ</p>		
<p><b>Section 6: Course Content</b>  <b>6.1.</b> Course content aligns with the course learning objectives</p>	<p>REQ</p>		
<p><b>6.2.</b> Content in each module provides users with information regarding a</p>	<p>REQ</p>		



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specific topic, clearly and concisely.			
<b>General Comments</b> Please include any other comments that have not been previously addressed.	I		