Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course:
Instructor:
Summary:

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.				
6.2 Course tools promote learner engagement and active learning.				
6.3 A variety of technology is used in the course.				
6.4 The course provides learners with information on protecting their data and privacy.				
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.				
7.2 Course instructions articulate or link to the institution's accessibility policies and services.				a
7.3 Course instructions articulate or link to the institution's academic support services and resources that can help learners succeed in the course.				b
7.4 Course instructions articulate or link to the institution's student services and resources that can help learners succeed.				c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.				Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 The course design facilitates readability.				
8.3 The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners.				Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.				Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.				All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser.

8.6 Vendor accessibility statements are provided for all technologies required in the course.				

Reviewer Information
- Date reviewed:
- Reviewed by:

Notes:

[a]The following statement about disability services (recommended 16 point font):
The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information:slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
http://advising.osu.edu/welcome.shtml

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. http://ssc.osu.edu. Also, consider including this link in the "Other Course Policies" section of the syllabus.