# COVID-19 Course Readiness Checklist

| COURSE: | |
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**COURSE OVERVIEW AND INTRODUCTION**

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| | Welcome message from the instructor |
| | Course modality, meeting times, and assessments are listed |
| | Orientation – how to navigate the course, content, modules, assessments, due dates, etc. |
| | Syllabus is available in iLearn and includes: instructor contact information, virtual office hours, best way to stay in touch, communication guidelines, grading scale, disability accommodation, technology requirements, information on synchronous/asynchronous sessions, etc. See Syllabus Template |

**COURSE TECHNOLOGY & TOOLS (for questions or educational technology support contact the CITL at CITL@tntech.edu or visit the CITL website)**

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| | Describe what type of technology will be needed to complete the course successfully (phone, tablet, computer, etc.) |
| | Describe what software will be used to engage students in the course (Teams, Webex, iLearn) |
| | Provide students with information about technology and software resources and requirements (Respondus, MS Office, etc.) |

**COURSE DESIGN (for assistance with course design contact a CITL Instructional Designer)**

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| | Course assignments, assessments, and materials are consistent and outlined within iLearn |
| | Course navigation is divided into sections (i.e. module, chapter, unit, week, etc.) with interaction/feedback occurring weekly |

**ASSESSMENT & FEEDBACK**

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| | Learners have multiple opportunities to track their learning progress with timely feedback (especially in the first five weeks) |
| | Assessments are varied (low-stakes, high-stakes, authentic, etc.), evenly spaced, and course materials cover the corresponding learning objectives in the syllabus |

**INSTRUCTIONAL MATERIALS**

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| | The course contains a variety of instructional materials aimed to engage learners and promote active learning corresponding to the learning objectives in the syllabus |
| | Instructional materials include diverse content and perspectives from various stakeholders |
| | Clear and concise instructions are provided on all course elements |

**INTERACTION & ENGAGEMENT**

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| | Expectations for timely and regular feedback from instructor are clearly stated and followed (i.e. email, questions, assignments, grades) |
| | Opportunities are available for learners to receive and respond to frequent, timely, and meaningful feedback |
| | Learners have the opportunity to interact with and get to know the instructor and their classmates through collaboration and course activities related to the learning objectives in the syllabus |

**ACCESSIBILITY (for questions and more information on accessibility visit the AEC website)**

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| | All course materials are available in alternative formats and meet accessibility standards of the university |
| | Transcripts of audio and video are available |
| | Tables, graphics, charts, and images include alternative text descriptions |

*Adopted from OLC Quality Scorecard Suite: OSCGR 3.1. For all questions, please contact the CITL at CITL@tntech.edu | 931-372-6950