



As you flip your course to a new semester, use this checklist to quickly meet OSCQR standards. Examples are available at [Make Your Course Design Effective with OSCQR](#).

Course Overview and Information

- If this is a new course, upload the [Online Course Template](#) which is already designed to meet OSCQR.
- [Change due dates with Date Management](#) and places (if any) for assignments, discussions, tests, blogs, etc.
- Add a Welcome/Start Here content area to the course menu, if it is not listed.
- Add or update Welcome Video.
- Add or update Course Tour Video in the Welcome/Start Here area.
- Add or update Course Overview and Expectations in the Welcome/Start Here area.
- Add Syllabus content area to the course menu, if it is not listed.
- Update and upload the syllabus and schedule from the new [Syllabus Statements](#).
- Add or update all checklists, including weekly checklists and learning objectives.
- Build an icebreaker activity like an “Introduce Yourself” discussion.
- Verify Library, Pear Deck Tutor, and Starfish are on the course menu.

Technology and Tools

- Add Discussions to the course menu, if it is not listed, and delete old discussions posts, if needed.
- Add your choice of video conferencing tools to the course menu for office hours, if it is not listed.
- Integrate the publisher into Blackboard including the Grade Center.
- Develop an orientation module for students which includes a tour of the publisher interface (highlight how to log in), technical support, and a privacy link.
- Move the publisher links into the appropriate Weekly Content folder, if needed.
- Add technical requirements for any other software/hardware used in the course, as well as technical support contact information, orientation and privacy link.
- Add Blackboard [“How to” videos](#) to the first few times the tool is used like discussions, quizzes and assignments.
- Add [LockDown Browser and Monitor policy](#) and technical requirements to syllabus, if applicable.

Content

- List objectives in the weekly overview.
- Arrange the order of the content in each weekly folder to be consistent.
- Verify that all assessments are weighted appropriately and in chronological order in the Grade Center.
- Hide all weekly folders except Week 1.
- Update or [add rubrics for assessments](#). Make sure the rubrics are linked to the right assessment. Make sure that students can see the rubric and feedback.

EZ OSCQR Level 1 Checklist

During the Course

Send a welcome email to students two weeks before the semester (if possible). Please attach the syllabus, including information about the textbook and where to purchase/sign in. Include required on-campus meetings.

Post a substantive announcement each week. Include where students should look for the weekly checklists.

Frequently assess students and provide substantive feedback.

Add personalized feedback to publisher work.

To request an OSCQR review or access additional resources, please visit the [Online Learning and Technology, Making Your Course Design Effective with OSCQR.](#)