

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

Add Syllabus content area to the course menu, if it is not listed.

Verify that your course expectations are clear and findable in the syllabus.

Include your communication and grading turnaround time in the course expectations.

Update the syllabus and schedule from the [new Syllabus Template](#).

Add a Meet Your Instructor content area to the course menu, if it is not listed.

In Meet Your Instructor, add a video which introduces your professional background to students and add a variety of contact information including Office Hours.

List the course modality: hybrid or online.

Technology and Tools

Add a link to the Help Desk and [Online Learning](#).

Add technical requirements for any other software/hardware used in the course, as well as technical support contact information, orientation and **privacy links**.

Remove all unused items from the course menu.

Delete old discussions posts, if needed.

Content

List outcomes in the syllabus.

List objectives in the weekly overview.

Course is free of grammatical errors.

Chunk text into manageable paragraphs with white space in between.

Chunk long videos into approximately 11 - 15 min blocks.

Verify copyright of all materials.

Use Open Educational Resources, where possible.

Provide students proper lead times for assessments.

Provide copyright information for all auxiliary materials.

EZ OSCQR Level 2 Checklist

Accessibility

Run an [Ally Accessibility Report](#). Remediate any red flagged content items.

Verify the accessibility score for your syllabus and schedule is 95% - 100%.

Use the [Check Accessibility](#) in MS Word to verify that documents are accessible.

Add closed captions for all videos.

Use san-serif fonts like Calibri or Arial. Use bold to emphasize.

All images must have alt-text. Mark decorative images as decorative.

Text should be arranged with heading styles.

Use bulleted or numbered lists to organize content.

Text with [low contrast](#) is not present in the course.

Avoid using ALL CAPS.

Avoid flashing or blinking text.

Tables should be in linear list format, except for data tables.

Tables must have a title.

Tables must have a header row which repeats on each page. Complex tables need a summary.