Blended Course Design Priority Checklist

Logisitics: *Where things/information goes and how are they reinforced?*

- ☐ Calendar
- ☐ Policies (classroom, online)
- ☐ Tools (classroom, LMS, cloud, mobile)
- ☐ Locations (in class, online, other)
- ☐ Processes (meeting, turning things in, working together)
- ☐ Expectations (ethics, behavior, performance)
- ☐ Rules (civility, communication, participation)
- ☐ Help (online)
- ☐ Other
- ☐ Other
- ☐ Other

Design: *How are the course content, activities, assignments, and assessments organized?*

- ☐ Modules (length, connections)
- ☐ Content Delivery (media, F2f, real time, streaming)
- ☐ Tasks (Individual, dyads, teams/groups)
- ☐ Synchronous/Asynchronous (when, where, how)
- ☐ Alignment (meetings, activities, assignments, assessment
- ☐ Feedback (performance and achievement)
- ☐ Grades and grading (self, peer, instructor)
- ☐ Interaction (learner, content, resource, instructor)
- ☐ Accessibility (Universal Design for Learning)
- ☐ Other
- ☐ Other
- ☐ Other

Culture: *What are the forms and strategies that create the course culture?*

- ☐ Face2Face (roles and expectations)
- ☐ Class Rules (student generated/reviewed)
- ☐ Community (connections, socializing)
- ☐ Interaction/Communication (tip sheets)
- ☐ Learner responsibility (accountability)
- ☐ Cooperation (groups)
- ☐ Other
- ☐ Other
- ☐ Other