

Principles of Good Practice Worksheet Instructions

A quick guide on how to fill-out the Principles of Good Practice for Effective Online Instruction Worksheet

I. Course Information

Please enter your name, department, course name, course start date, course site address, delivery method and verify if all necessary instruction and support is in place for off-campus students.

II. Technical Review

A. Browsers, Operating Systems and Devices

Etudes works with Internet Explorer, Safari, Firefox, Google Chrome, PCs and Macs. An app for iOS devices (iPad, iPhone, iPod Touch) is available but the Android version will come later. However, Etudes can still be accessed through the web browser available in Android devices. Therefore, Etudes users may check both tablets and smartphones on the list.

If you do not use Etudes, please check if your course site works with the items listed. If your course site is designed for a browser, operating system or device that is not on the list, please specify.

B. Course Management System (CMS)

Select the course management system that you use for your class.

C. Faculty Training

Enter the name, date and location of your Online Teaching and Course Management System training, workshop or certification program.

III. Curriculum and Instruction Review

A. Syllabus

Check all items that are included in your syllabus.

B. Lectures

Using the following scale, review how often you use each method or tool listed on the worksheet to deliver your lectures. **Please do not leave any item blank.**

☐ **0** = I do not deliver my lectures using this method

☐ **1** = I deliver my lecture using this method once

☐ **2+** = I deliver my lectures using this method more than once

C. Coherence and Completeness

Check if the items listed characterize or are applied in your course.

D. Regular Effective Contact

Using the following scale, review how often you use each method or tool for each class activity listed on the worksheet. **Please do not leave any item blank.**

☐ **0** = I do not use this tool for this class activity

☐ **1** = I use this tool for this class activity once

☐ **2+** = I use this tool for this class activity more than once

E. Evaluation and Assessment

Check if the items listed are implemented in your course.

IV. Accessibility Review

Unlike the two previous scales, this portion of the review is **slightly different**. Please use the following scale:

☐ **Blank** = I do not use these items in my course

☐ **0** = I use these items in my course but all of them are not accessible

☐ **1** = I use these items in my course but some of them are not accessible

☐ **2** = I use these items in my course and all of them are accessible

For example, if you do not use images in your course, leave the item blank. If you use images in your course but all of them do not have alternative texts, check 0. If you use images in your course but some of them do not have alternative texts while others do, check 1. If you use images in your course and all of them have alternative texts, check 2.

V. Copyrights and Permissions Review

Check if all your course materials comply with the copyright, permission and fair use rules.

VI. Authentication Review

Check all the items on the list that you use to ensure student identity.