

Distance Learning Course Information Sheet

Course Name: _____

Distance Learning Course

Distance Learning Component

Prerequisite(s): _____

Lexis Web Course Creation

Course Subject Area: _____

Start Date: _____

End Date: _____

Number of Students: _____

Instructor: _____

Course Content

Course objectives defined

Module/Unit objectives defined

Syllabus available

Navigation established

Folder structure established

Instructions to meet assignment objectives clearly stated

Materials gathered and in appropriate format(s)

Textbooks identified

Appropriate copyright permissions obtained for posted materials

Assessments identified

Discussion Board forum topics identified

Course Information

Introduction/Start Here information included

Course schedule available

Included in syllabus

Netiquette for online communication provided

Included in syllabus

Instructor information provided (contact information required)

Included in syllabus

Instructor response times and availability provided

Included in syllabus

Course grading policy clearly stated

Included in syllabus

Multimedia

Podcasts

Video

Elluminate Live

Technical Requirements

Technical requirement to successfully complete the course provided

Included in syllabus

Information regarding technical support provided

Included in syllabus

Accessibility and/or disability policies and procedures provided

Included in syllabus
