

# BLENDED/ONLINE COURSE CHECKLIST



This checklist is designed to support instructors in enhancing their online courses. Mapped to key Universal Design for Learning (UDL) principles and dimensions of the Teaching for Excellence Framework (TEF), each item provides an actionable step. If you need further guidance on any item, connect to the associated resource or [contact CTLI for a consultation](#).

Facilitating Online Learning ( <a href="#">Explore the course!</a> )		TEF	UDL
<input type="checkbox"/>	Utilize various technological tools to facilitate communication and build a sense of community among learners.	<a href="#">Learning Environment</a>	<a href="#">8.3</a>
<input type="checkbox"/>	Design a range of interactive activities and assessments to cater to different learning preferences and ensure a comprehensive understanding of course material.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">7.2</a>
<input type="checkbox"/>	Deliver course content through a mix of text, videos, interactive exercises, and real-world examples.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">2.5</a>
<input type="checkbox"/>	Establish a strong instructor presence through regular communication, feedback, and availability for student inquiries.	<a href="#">Instructional Skills</a>	<a href="#">9.3</a>

Canvas Essentials ( <a href="#">Enrol through the Canvas Catalogue</a> )		TEF	UDL
<input type="checkbox"/>	Use legible fonts, sufficient contrast, and well-structured text.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">1.3</a>
<input type="checkbox"/>	Rubrics or equivalents describe performance criteria and are presented with each graded activity.	<a href="#">Assessment</a>	<a href="#">6.2</a>
<input type="checkbox"/>	Create a clear navigation menu with logical sequencing of modules.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">1.3</a>
<input type="checkbox"/>	Files and links are embedded into content pages and descriptive in nature, where appropriate.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">1.3</a>
<input type="checkbox"/>	Module and page titles are consistent and descriptive.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">2.1</a>
<input type="checkbox"/>	Assignments are appropriately grouped and weighted (according to course outline).	<a href="#">Assessment</a>	<a href="#">6.3</a>

Work with CTLI ( <a href="#">Book a consultation</a> or drop by CTLI)		TEF	UDL
<input type="checkbox"/>	Incorporate engaging and interactive activities and pathways to achieve learning outcomes.	<a href="#">Instructional Skills</a>	<a href="#">7.2</a>
<input type="checkbox"/>	Integrate formative assessments of outcomes (with feedback) preceding summative assessments.	<a href="#">Assessment</a>	<a href="#">3.1</a>
<input type="checkbox"/>	Review content, assessments, and environment to remove, minimize, and/or address unnecessary accessibility barriers.	<a href="#">Course &amp; Curriculum Design</a>	<a href="#">1.1</a>
<input type="checkbox"/>	Review content for bias, safety, belonging, and representation to enhance diversity and inclusivity.	<a href="#">Learning Environment</a>	<a href="#">2.4</a>