

**Penn State Quality Assurance e-Learning Design Standards**  
Course Review Worksheet

This worksheet is designed to be used when reviewing an online course using the *Penn State Quality Assurance e-Learning Design Standards*.

For each standard, course reviewers should indicate below whether the standard has been met, met “if modified” (as suggested by the reviewer), or not met. Especially in the case of the latter, reviewers are strongly encouraged to provide meaningful feedback in the space provided that will assist the course author in meeting the standard.

Detailed criteria for each of the standards can found on the *Penn State Quality Assurance e-Learning Design Standards* document.

**Course Reviewed:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

| STANDARD  | STATUS  | FEEDBACK |
|---|---|----------|
| <p><b>1. Navigation</b><br/>The course has a consistent and intuitive navigation system enabling students to quickly locate course information and materials.</p>                             | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>2. Student Orientation</b><br/>A course orientation is used to familiarize the students with the course.</p>  | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>3. Syllabus</b><br/>Students have easy access to a course syllabus which contains crucial course information and requirements they need to know about the course prior to starting.</p> | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |

**Penn State Quality Assurance e-Learning Design Standards**  
**Course Review Worksheet**

| STANDARD   | STATUS  | FEEDBACK |
|--|---|----------|
| <p><b>4. Instructor Response and Availability</b><br/>           Instructor response time and availability is clearly communicated to the student.</p>   | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>5. Course Resource Requirements</b><br/>           Hardware, software, or specialized resources required are clearly communicated to the students.</p>   | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>6. Technical Support</b><br/>           Information regarding access to technical support is clearly communicated to the students.</p>   | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>7. Accessibility Requirements</b><br/>           The course adheres to University policies and guidelines regarding accessibility.</p>   | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>8. Learning Objectives</b><br/>           The course contains learning goals and objectives.</p>   | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>9. Learning Activities and Assessment</b><br/>           The course learning activities and assessment serve to stimulate student interactions with the course content and determine how well student performance achieves the course goals and learning objectives.</p> | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |

**Penn State Quality Assurance e-Learning Design Standards**  
Course Review Worksheet

| STANDARD   | STATUS  | FEEDBACK |
|--|---|----------|
| <p><b>10. Copyright Requirements</b><br/>The online course adheres to the current University policies for the use of third party copyrighted material or is able to provide evidence of appropriate copyright clearance.</p> | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>11. Course Functionality</b><br/>All aspects of the course perform properly and support student progress.</p>  | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |
| <p><b>12. Student Input for Course Improvements</b><br/>Opportunities are provided to gather input from students on an on going basis in order to inform course improvements.</p>  | <input type="checkbox"/> Standard met<br><input type="checkbox"/> Standard met if modified<br><input type="checkbox"/> Standard not met |          |