



HCC Online Course High Quality Standards

Online version of this handout: bit.ly/hcchg

1. Course Introduction and Orientation

- 1.1 Course Starting Point & Instructions
- 1.2 Overview of Course Organization
- 1.3 Course Purpose Statement
- 1.4 Course Grading Policy
- 1.5 Accessibility Services
- 1.6 Academic Support Services
- 1.7 First Week Requirement
- 1.8 Home Page
- 1.9 College and Course Policies
- 1.10 Prerequisite Knowledge
- 1.11 Instructor Introduction
- 1.12 Student Introductions
- 1.13 Student Privacy and Data Protection

2. Course Alignment and Organization

- 2.1 Consistent Course Navigation
- 2.2 Course Intended Outcomes
- 2.3 Module Learning Objectives
- 2.4 Module Learning Objectives Level
- 2.5 Module Introduction

3. Course Content and Curriculum

- 3.1 Content Alignment
- 3.2 Readability
- 3.3 Copyright
- 3.4 Accessibility Statements
- 3.5 Free of Bias
- 3.6 Customization of Publisher Content
- 3.7 Additions to Publisher Content
- 3.8 Accurate, Relevant and Current
- 3.9 Content Format, Multimedia, Video

4. Course Activities and Teaching Strategies

- 4.1 Course Activity Alignment
- 4.2 Student-to-Student Engagement
- 4.3 Regular Student-to-Instructor Engagement
- 4.4 Substantive Student-to-Instructor Engagement
- 4.5 Clear and Concise Instructions
- 4.6 Varied Teaching Strategies
- 4.7 Level of Difficulty
- 4.8 Work Samples

5. Assignments, Projects, and Graded Events

- 5.1 Assignment Alignment
- 5.2 Assignment Timing
- 5.3 Assignment Instructions
- 5.4 Assignment Submission

6. Course Assessments

- 6.1 Assessment Alignment
- 6.2 Formative Assessments
- 6.3 Summative Assessments
- 6.4 Assessment Instructions
- 6.5 Assessment Submission
- 6.6 Publisher Assessments

7. Evaluation and Feedback

- 7.1 Descriptive Feedback (Rubrics)
- 7.2 Prompt Feedback
- 7.3 Learning Progress
- 7.4 Self-assessment
- 7.5 Peer Feedback

8. Communication

- 8.1 Instructor Presence
- 8.2 Communication Expectations
- 8.3 Instructor-to-Student Communication
- 8.4 Student Participation Requirements

9. Course Technology and Skills

- 9.1 Technology Alignment
- 9.2 Minimum Technology Requirements
- 9.3 Student Engagement
- 9.4 Technology Variety
- 9.5 Technology Accessibility Statements
- 9.6 Technical Support
- 9.7 Technical Skills

10. Course Accessibility

- 10.1 Consistent Course Design for Accessibility
- 10.2 Video and Multimedia Accessibility
- 10.3 Audio Accessibility
- 10.4 Image Accessibility
- 10.5 Canvas Page Accessibility
- 10.6 Tables Accessibility
- 10.7 Charts/Graphs Accessibility
- 10.8 URL Links for Accessibility
- 10.9 Use of Color for Accessibility
- 10.10 Accessible Microsoft Word Documents
- 10.11 Accessible Microsoft PowerPoint Presentations
- 10.12 Accessible PDF Documents

Please contact citfacdev@hccfl.edu if you have any questions or need any assistance.