**Provider Documentation for Course Review**

This document is intended to expedite some of the processes being undertaken by course review teams. Course providers can offer or point directly to evidence of the identified standards being demonstrated.

**A1.** The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.

Please include a screenshot that details the location within the course where the goals and objectives are outlined or provide written instructions on how to locate them.

**A5.** Multiple learning resources and materials to increase student success are available to students before the course begins.

Please provide written explanation of resources and materials available to students prior to the course start.

**A6.** A clear, complete course overview and syllabus are included in the course.

Please include a screenshot that details the location within the course where course overview and syllabus are located or provide written instructions on how to locate them.

**A8.** Information is provided to students, parents and mentors on how to communicate with the online instructor and course provider.

Please include a screenshot that details the location within the course where instructor/provider communication policies, procedures, and avenues are outlined or provide written instructions on how to locate them.

**A10.** Expectations for academic integrity, use of copyrighted materials, plagiarism and netiquette (Internet etiquette) regarding lesson activities, discussions, e-mail communications are clearly stated.

Please include a screenshot that details the location within the course where pertinent appropriate use policies are outlined or provide written instructions on how to locate them.

**A11.** Privacy policies are clearly stated.

Please include a screenshot that details the location within the course where privacy policies are outlined or provide written instructions on how to locate them.

**B6.** The course provides options for the instructor to adapt learning activities to accommodate students’ needs.

Please provide written explanation of the customization options available to instructors for the purpose of meeting students’ diverse needs.

**B9.** The course design includes explicit communication/ activities (both before and during the first week of the course) that confirm whether students are engaged and are progressing through the course. The instructor will follow program guidelines to address non-responsive students.

Please provide written explanation of how the course and instructor monitor student engagement throughout the course, including monitoring procedures for non-responsive students.

**B11.** Students have access to resources that enrich the course content.

Please provide written explanation about how students are provided with supplemental tools and resources that enrich the learning experience.

**C4.** Assessment strategies and tools make the student continuously aware of his/her progress in class and mastery of the content.

Please provide written explanation (with applicable screenshots) of assessment protocols and tools that assist the student in monitoring progress and performance, and (where applicable) provide written instructions on how to locate them within the course.

**C6.** Grading rubrics are provided to the instructor and may be shared with students.

Please include a screenshot that details the location within the course where grading rubrics for instructors and students are shared or provide written instructions on how to locate them.

**C7.** The grading policy and practices are easy to understand.

Please include a screenshot that details the location within the course where grading policies and practices are outlined or provide written instructions on how to locate them.

**D1.** The course architecture permits the online instructor to add content, activities and assessments to extend learning opportunities.

Please provide written explanation that addresses how instructors are able to add content, activities, and assessments to the course.

**D2.** The course accommodates multiple school calendars; e.g., block, 4X4 and traditional schedules.

Please provide written explanation of how the course accommodates a variety of school schedules.

**D5.** All technology requirements (including hardware, browser, software, etc...) are specified.

Please include a screenshot that details the location within the course where technology requirements are outlined or provide written instructions on how to locate them.

**D8.** The course is designed to meet internationally recognized interoperability standards

Please provide written explanation detailing the ways in which the course aligns to interoperability standards and provide information on how/where/by whom the standards were devised.

**D9.** Copyright and licensing status, including permission to share where applicable, is clearly stated and easily found.

Please provide written explanation (with applicable screenshots) of how copyright and licensing issues are addressed.

**D11.** Student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA).

Please provide written explanation regarding how student information management complies with FERPA.

**E1.** The course provider uses multiple ways of assessing course effectiveness.

Please provide written explanation of the procedures the course provider uses to assess course effectiveness.

**E2.** The course is evaluated using a continuous improvement cycle for effectiveness and the findings are used as a basis for improvement.

Please provide written explanation of the continuous improvement cycle for improving this course.

**E3.** The course is updated periodically to ensure that the content is current.

Please indicate the date the course was last updated and procedures used to update course content.

**E4.** Course instructors, whether face-to-face or virtual, are certificated and “highly qualified.” The online course teacher possesses a teaching credential from a state-licensing agency and is “highly qualified” as defined under ESEA.

Please indicate whether the instructors for this online course are both Michigan certificated and highly qualified. If one or more teachers assigned to teach the course are not both Michigan certificated and highly qualified, please provide a brief justification as to why.

**E5.** Professional development about the online course delivery system is offered by the provider to assure effective use of the courseware and various instructional media available.

Please provide written explanation of the professional development opportunities instructors receive that focus on the online course delivery system.

**E6.** The course provider offers technical support and course management assistance to students, the course instructor, and the school coordinator.

Please provide written explanation of how technical and course management assistance is available to students, instructors, and the school coordinator.

**E7.** Course instructors, whether face-to-face or virtual, have been provided professional development in the behavioral, social, and when necessary, emotional, aspects of the learning environment.

Please provide written explanation of the professional development opportunities instructors receive that focus on the behavioral, social, and when necessary, emotional, aspects of the learning environment.

**E8.** Course instructors, whether face-to-face or virtual, receive instructor professional development, which includes the support and use of a variety of communication modes to stimulate student engagement online.

Please provide written explanation of the professional development opportunities instructors receive that focus on communication and engagement strategies.

**E9.** The provider assures that course instructors, whether face-to-face or virtual, are provided support, as needed, to ensure their effectiveness and success in meeting the needs of online students.

Please provide written explanation that details the support available to course instructors.

**E10.** Students are offered an orientation for taking an online course before starting the coursework.

Please provide written explanation (using screenshots where applicable) of the orientation offered to students, and provide instructions on locating the orientation from within or outside of the course.