



BCcampus Course Quality Review

Purpose: This checklist will be used by a skilled instructional designer to review courses once they are submitted and before they are put into the OOC collection. This should be an in-depth review, which includes reading all materials for areas of improvement in representation and presentation. If any item on this checklist is missing or incomplete, it should be returned to the submitter for revision.

Item
Complete This is a complete course, i.e., all sections of the template are complete and accurate.
Alignment Outcomes, activities, and assessment strategy are connected. Course activities and assessment strategies align with course design approach, as described by the submitter.
Universal Design for Learning UDL principles are reflected in the course design, i.e., multiple options for engagement, representation, and expression.

Accessibility

This course conforms to the minimum guidelines provided by the [Checklist for Accessibility](#). Comments should note what is included, e.g., transcripts, captions.

Organizing content

- Content is organized under headings and subheadings.
- Headings and subheadings are used sequentially (e.g., Heading 1, Heading 2).

Images

- Images that convey information include alternative text (alt text) descriptions of the image's content or function.
- Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image.
- Images do not rely on colour to convey information.
- Images that are purely decorative do not have alt-tag descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information.)

Links

- The link is meaningful in context and does not use generic text such as "click here" or "read more."
- Links do not open in new windows or tabs.
- If a link must open in a new window or tab, a textual reference is included in the link information (e.g., [NewTab]).

Tables

- Tables include row and column headers.
- Row and column headers have the correct scope assigned.
- Tables include a caption.
- Tables do not have merged or split cells.
- Tables have adequate cell padding.

Multimedia

- A transcript is available for each multimedia resource including relevant non-speech content.
 - o Transcript includes:
 - speaker's name
 - all speech content

- relevant descriptions of speech
- descriptions of relevant non-speech audio
- headings and subheadings
- Captions of all speech content and relevant non-speech content are included in the multimedia resource; this includes the audio synchronized with a video presentation.
- Audio descriptions of contextual visuals (e.g., graphs, charts) are included in the multimedia resource.

Formulas

- Formulas have been created using MathML.
- Formulas are images with alternative text descriptions if MathML is not an option.

Font size

- Font size is 12 point or higher for body text.
- Font size is 9 point for footnotes or endnotes.
- Font size can be zoomed to 200%.

Representation

This course includes a variety of perspectives and reflects diversity and inclusion (e.g., gender, race, disability, sexual orientation). It does not include insensitive or offensive language in these areas. Review using [OpenStax's Guide to Improving Representation and Diversity in OER Materials \[PDF\]](#).

Adaptability/Reusability

The content is designed with adaptability in mind, e.g., the course is not overly personalized with videos and PowerPoints that can't be adapted without a lot of effort, nor does the course heavily rely on paywalled resources.

Media

Considerations have been made beyond accessibility: duration (not too long), quality (not hard to listen to), relevance. The media used carries suitable permissions for reuse.

Presentation

The presentation of this course is clear and easy to follow. Consistent terminology is used, and grammar and spelling are adequate. Links all seem to work; nothing is broken.



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