# Course Grooming Checklist

You’ve just spent hours preparing your online course to prepare for a successful run. After the course concludes, you may be thinking “now what?”

After your online course has finished its run, it’s always a good idea to take a step back and evaluate the course from the lens of continuous improvement.

Use this Course Grooming Checklist to review your course, make tweaks and adjustments, and prepare for the next offering of the course.

## Student Feedback

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| **√** | **Item** | **Notes** |
|  | Review your log of student feedback from the previous run of the course. Consolidate feedback and create a list of adjustments to make based on this feedback. |  |
|  | Address areas of confusion or items in your course that students asked about.  |  |
|  | Incorporate opportunities for self-regulation and/or build in additional resources or support for difficult or complex content. |  |

## Navigation and Accessibility

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| **√** | **Item** | **Notes** |
|  | Walk through the course from your students’ perspective one more time to check navigation and order of content flows well and is not clunky. |  |
|  | Run an accessibility checker, such as WAVE, to make sure all pages are accessible. Check all your uploaded files as well.  |  |
|  | Adjust or add any citations or permissions as needed.  |  |

## Objectives and Alignment

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| **√** | **Item** | **Notes** |
|  | Document any content you adjusted while the course was running and map to course and module objectives to ensure alignment is still intact.  |  |
|  | Ensure any changes are in all alignment tables. |  |
|  | Examine your assessment analytics for validity and address any issues such as faulty questions or the need to go back and re-teach specific material. |  |

## Student Engagement and Misc.

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| **√** | **Item** | **Notes** |
|  | Where do you need to add additional student engagement? Check analytics from previous course runs to see where additional engagement may be needed. |  |
|  | Prepare and prepopulate any announcements or placeholders for interactions as needed. Leverage the tools inside your LMS to provide automated feedback to groups of students who have missing assignments, a low test score, or those on the reverse side who exceed expectations.  |  |
|  | Adjust due dates in gradebook for upcoming start date.  |  |
|  | Walk through course and correct any errors, typos, or technical issues. |  |