NORTHERN ILLINOIS UNIVERSITY
Center for Innovative Teaching and Learning

Checklist for Meeting Online Quality Essentials Standard 7
Course Usability

- ✅ 7.1 Course site navigation and layout are clear and consistent.
- ✅ 7.2 All modules, assignments, and activities include clear and detailed instructions.
- ✅ 7.3 Instructor releases modules and content in the course site in a timely manner.
- 🏅 7.4 Learning objectives, assessments, activities, and materials are intentionally aligned and clearly mapped out.
- 🏅 7.5 Instructor provides end-of-module summaries based upon learner contributions.
- 🏅 7.6 Instructor adjusts content, assignments, and dates in response to learner needs.

Designing Courses for Ease of Use

☐	Ensure that the course site navigation and layout are consistent and easy to follow (7.1)
☐	Provide clear, detailed instructions for all modules, assignments, and activities (7.2)
☐	Release modules, activities, and course content on schedule to support learner progress (7.3)
☐	Clearly map and align learning objectives with assessments, activities, and materials (7.4)
☐	Provide end-of-module summaries that highlight key points and incorporate learner contributions (7.5)
☐	Adapt content, assignments, or due dates as appropriate in response to learner needs (7.6)

Tips (Recommended strategies to consider)

Use a consistent organizational pattern across modules (e.g., overview, objectives, materials, activities, assessments
Create a course orientation video or navigation guide to familiarize students with the course layout
Post modules in advance of deadlines so learners can plan ahead
Use alignment tables or visuals to demonstrate the connection between objectives, assessments, and activities
Summarize each module with key takeaways and highlight exemplary student contributions (with permission)
Gather learner feedback to identify usability issues and adjust content or timelines accordingly