

Peralta Community College District Distance Education Checklist

This checklist was developed as a tool for PCCD faculty, staff, and administrators to use with any aspect of distance education. It is not intended to serve as a regulatory document. Instead, it was designed to serve as a baseline guide of the parameters for, and best practices in, distance education.

Curriculum and Delivery Format

Required instructional hours for this class:

- 100% online — All aspects of course (orientation, instruction, assignments, testing, etc.) delivered 100% online
- Hybrid — Course will include online and face-to-face delivery

Authentication

- Class is taught within the Peralta Community College District LMS - currently Moodle
- Instructor uses Peralta email for class and instructor/student communication

Course Content and Learning Activities

- Course Outline of Record (COR) used to design and set up course content

Mode of Content Presentation	Description
<input type="checkbox"/> Instructor created written content	
<input type="checkbox"/> Instructor created video content	
<input type="checkbox"/> Instructor created content (other)	
<input type="checkbox"/> Instructor curated outside/web content	
<input type="checkbox"/> Instructor curated publisher content	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
Mode of Student Interaction with Content	Description
<input type="checkbox"/> Read / watch / listen to content	
<input type="checkbox"/> Forums / blogs / Wikis	
<input type="checkbox"/> Chat sessions	
<input type="checkbox"/> Group Projects	
<input type="checkbox"/> Written papers	
<input type="checkbox"/> Internet research	
<input type="checkbox"/> Quizzes, tests, exams	
<input type="checkbox"/> Journal writing	
<input type="checkbox"/> Simulations / exercises	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Student-Instructor Interaction

Activity	Description
<input type="checkbox"/> Announcements	
<input type="checkbox"/> Email / Messaging	
<input type="checkbox"/> Forums / Blogs / Wikis	
<input type="checkbox"/> Video Conferencing	
<input type="checkbox"/> Chat Sessions	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Response to student work	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Student-Student Interaction and Community Building

Activity	Description
<input type="checkbox"/> Forums / blogs / Wikis	
<input type="checkbox"/> Group Projects	
<input type="checkbox"/> Group Chat Sessions	
<input type="checkbox"/> Group Video Conferencing	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Accessibility

<input type="checkbox"/> Close-captioning for videos	<input type="checkbox"/> Text descriptions for detailed visuals
<input type="checkbox"/> Transcription for audio	<input type="checkbox"/> Formatting and coding for tables
<input type="checkbox"/> Alt labels for images	<input type="checkbox"/> Other
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Student Support and Success

<input type="checkbox"/> Course Outline of Record (COR), syllabus, and online content are clearly aligned	
<input type="checkbox"/> Online student support services and resources (information & links) are indicated in the syllabus and in the shell	
<input type="checkbox"/> Admissions & Records	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Services and resources for students with disabilities
<input type="checkbox"/> Assessment	<input type="checkbox"/> Other
<input type="checkbox"/> Counseling	<input type="checkbox"/> Other
<input type="checkbox"/> Library	<input type="checkbox"/> Other