

Accessibility/Usability	
Specific Standard	Explanation/Recommendations
1. New online courses should make a concerted effort to incorporate the Americans with Disabilities Act (ADA) online standards.	
1.a. The course should acknowledge the importance of ADA requirements.	Students must be directed to ADA services on campus via a statement in their course. http://www.lcc.edu/odss/faculty/handbook . Required statement in all LCC syllabi: "Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Disability Support Services, Gannon Building, Room 204 (http://lcc.edu/odss) or by calling 517-483-1904 (TTY 517-483-1207) as soon as possible to better ensure that such accommodations are implemented in a timely fashion."
1.b. ANGEL web pages must make reasonable accommodations for students with disabilities when notified by Office of Disability Support Services.	See below.
1.b.i. LCC will provide resources to facilitate alternative forms of content that must be provided.	Alternate forms of content must be provided. For example, provide text representations of images, video, etc. Refer to the Technology Tools document at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel_instructions/tech-tools-for-faculty.pdf
1.b.ii. Links must be self-explanatory and meaningful.	Links must be self explanatory such as "Take Quiz 1" not "Click Here".
1.b.iii. Images must have HTML tags describing the image.	All images must have HTML tags, also called Alt tags, which are text strings that describe and convey the meaning of the image.
1.c. The ANGEL course must demonstrate sensitivity to readability concerns by: Following Section 508 Standards and Section 508 Compliant Display Options including using appropriate font, color, and spacing to facilitate readability and minimizing distractions.	Course sites must demonstrate sensitivity to readability such as not using bright red font color on white background color as it is hard to read.

Communication	
Specific Standard	Explanation/Recommendations
1. Welcome announcement must be posted by 8:00 am on the first day of class and left up for at least two weeks (end of 50 percent drop period).	A welcome announcement for the first day of class may include an introduction, contact information, due dates, syllabus location, etc.

2. Contact information for the Instructor should be easy to find and include more than one form of communication.	Contact information that is easy to find can be located in the Section Syllabus or Lessons Tab and may include phone, email, etc.
3. Contact information must clearly indicate Instructor availability by phone, email, and in person (if applicable).	Example: Susan Smith Phone: 517-483-1839 Email: smiths29@lcc.edu Office Hours: M-F 8-10 am or by appointment
4. Expected response time for email, discussion board posts, assignments, etc. must be communicated to students.	Example: I check my email at least three times per day and respond to discussion posts at least once per day.
4. a. An Instructor should check their email regularly and respond to email from students at least 3-4 times a week. An Instructor should consider responding more often during the first and last weeks of the semester and around critical deadlines.	
4. b. An Instructor should be clear about their policy regarding communication on weekends.	Example: I will be checking my email on weekends once a day around 5 p.m.
5. Announcements and course mail should include course code.	
6. An Instructor's methods of collecting and returning student work should be clearly communicated.	
ANGEL Specific Standard	Explanation/Recommendations
1. Announcements must be less than 8000 characters long, including formatting code.	Announcements are meant for short welcome/reminder type messages.
2. Course protocol netiquette rules (www.lcc.edu/cte/resources/teachingtips/tip32.aspx) must be provided within course.	
3. Once the course begins, students having trouble with ANGEL should contact the LCC Help Desk.	Students experiencing technical trouble with ANGEL should be directed to contact the LCC Help Desk at (517) 483-5221 or lcc1@lcc.edu .

Copyright/Fair Use

Specific Standard	Explanation/Recommendations
1. Resources used must be appropriately cited and adhere to LCC's policy on Fair Use of Pre-Existing Works of Others, subsection III.B.8 of the policy: http://www.lcc.edu/policy/policies_6.aspx#INTELLECTUAL_PROPERTY	

Learning Object Repository (LOR)

Specific Standard	Explanation/Recommendations
1. Instructors have the option to use an LOR.	A collection of content items that can be linked to many different courses to store files used in courses.

1.a. Repository size cannot exceed 500MB.	Refer to the ANGEL Course Size Quota Policy at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel-course-size-quota-policy.pdf .
1.b. Programs and departments can have repositories.	
1.c. Instructors are allowed to have one personal repository.	Refer to the LOR section of the Best Practices document at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel_instructions/angel-best-practices.pdf

Master Course

Specific Standard	Explanation/Recommendations
1. Instructors have the option to use a master course to prepare course sections.	A template course that is used as a "master" copy of the course.
1.a. Master courses should not be used by students.	Students should only have access to current semester courses for which they are enrolled via the Student Information System.
1.b. The purpose of a master course is to be used as a template for preparing: a new course, a course used for multiple sections, a course for a new semester.	Refer to the Master Course section of the Best Practices document at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel_instructions/angel-best-practices.pdf
1.c. Master courses cannot exceed 200MB.	Refer to the ANGEL Course Size Quota Policy at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel-course-size-quota-policy.pdf .
1.d. Instructors can have one master course per delivery method e.g. (online, face-to-face, hybrid, 8 week, 12 week, 16 week)	Refer to the Master Course section of the Best Practices document at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel_instructions/angel-best-practices.pdf

Mentor & Review

Specific Standard	Explanation/Recommendations
1. An Instructor who teaches online for the first time should be assigned to work with an experienced online Instructor as a mentor.	
2. The review of online courses should be an integral part of program review. Courses may also be reviewed upon Instructor or department chair request.	

3. Any online course review should be conducted by a committee using a set of consistent criteria.

Navigation

Specific Standard	Explanation/Recommendations
1. Learning materials and course resources should be available within a minimal number of clicks.	
2. Web page links, content, and activities must function correctly and the Instructor must identify whether they are required or optional.	It is suggested that Instructors test links in their course on a regular basis to verify they work.
3. Course and Section Syllabus must be in an obvious location easily accessed at the start of the course.	The most common location for a Course/Section Syllabus is the Lessons or Resources Tab.
4. Course site material and activities should be organized, easy to follow and self-explanatory.	Some methods for organizing course material effectively are by week, unit or chapter folders.
5. Clear directions on beginning and navigating the course should be provided.	Directions may be placed in the welcome announcement as well as before the first assignment in the lessons tab.

Technology

Specific Standard	Explanation/Recommendations
1. Course size cannot exceed 200MB at any point during the semester.	Refer to the ANGEL Course Size Quota Policy at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel-course-size-quota-policy.pdf .
1.a. LCC will provide resources to keep course size under 200MB.	Refer to the Reducing your Course Size document at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/reducing-course-size.pdf
1.a.i. The Express server is available to faculty for the purpose of storing large course files and linking to them from ANGEL. Each faculty member is allotted 5GB of storage space.	For instructions on how to set up Express, go to http://www.lcc.edu/elearning/faculty/angelresources.aspx and under the Content Storage heading, select the instructions matching your Operating System.
1.b. The eLearning Department will monitor course sizes, notifying Instructors and work with them to reduce course size. It is the responsibility of the faculty to maintain their course(s) below 200MB.	Refer to the ANGEL Course Size Quota Policy at: http://www.lcc.edu/elearning/faculty/documents/angel_resources/angel-course-size-quota-policy.pdf .
2. Instructors must provide course-specific hardware/software requirements in their course/syllabus. Additional software must be provided or easily downloadable.	

User Authentication

Specific Standard	Explanation/Recommendations
1. Whenever possible Instructors should verify the identity of their students.	You can verify the identity of students via a face-to-face meeting, video conference, proctored exam, etc.

The following checklist is designed to help you assess whether your online course is in compliance with Lansing Community College's established Course Management System Standards. Each section of the checklist is aligned with the indicators found in the Standards document and can be used for evaluation of course elements and practices.

Accessibility

- I have posted the college ADA statement in my course syllabus, outlining how to obtain Office of Disability Support Services assistance on all campuses and online.
- I have made my multimedia components accessible to persons with disabilities through use of transcripts or captions for audio and video.
- I have made all of the links inside my course explicit in name, purpose, and function.
- I have added descriptive image tags to all images used in my course for use by screen readers.
- I have taken steps to make sure my course is 508 compliant and that all of the text used in my course is easy to read, properly sized and in screen friendly colors.

Communication

- I have emailed my students before the start of the semester and informed them about where they can find the course syllabus, my contact information, and information regarding accessing the Introduction to ANGEL for Students course.
- My contact information is easy to locate and I have provided multiple forms of communication to reach me (email, office phone number, etc).
- I have established a communication policy that provides students with expectations for my response time to answer inquiries (turnaround time, weekends, times when checking email and accepting calls), as well as expectations for assignment feedback (turnaround time, delivery method).
- I have or will include the course code in all course announcements and emails.
- I have informed students about how course work will be collected and returned in my course.
- I will keep course announcements short and concise (under 8000 characters).
- I have published netiquette standards for course interactions including expectations for discussions, guidelines for posts, and proper conduct for course correspondence.



Course Management System Standards Checklist

- I have instructed students who are experiencing technical issues with ANGEL to contact the Help Desk (lcc1@lcc.edu or (517) 483-5221)

Copyright

- I have made sure that my course content adheres to LCC's policy on Fair Use of Pre-Existing Works of Others, subsection III.B.8 of the policy:
http://www.lcc.edu/policy/policies_6.aspx#INTELLECTUAL_PROPERTY.
- I have included reference citations to copyright holders for all copyrighted works.

Learning Object Repository (LOR) Use

- I have set up an LOR inside of ANGEL to store my course files.
- I know that my LOR needs to adhere to ANGEL size limits (500MB).
- I know that programs and departments may also use an LOR.
- I know that I may only have one personal LOR.

Master Course

- I have used a master course to create my semester course.
- I know that I cannot not teach directly from my master course and should not allow students to access my master course.
- I know that my current semester course was copied directly from my master course and modified as needed.
- I have made my master course in compliance with ANGEL quota guidelines (200MB) .
- I know that I may have one master course per delivery method of a course.

Mentor / Review

- I have established contact with my assigned mentor regarding my online course.
- I have used a [quality rubric \(MCCVLC\)](#) to review my course.
- My course has been evaluated and reviewed by a department committee before the start of the new semester.

Navigation

- I have designed my course to ensure that learning materials and resources are available within a minimal number of clicks.
- I have verified that web page links, content, and activities are explicit in purpose, function correctly, and are identified as either required or optional.
- I have made my syllabus located in an obvious location that is easily accessed at the start of the course.
- I have organized my course materials and activities to be easy to follow and self-explanatory.
- I have provided guidance on how students should navigate the course site and locate key course resources such as the syllabus.

Technology

- My course is within the ANGEL quota size limit (200MB).
- I am aware that it is my responsibility to keep my course under quota and that the eLearning Department will monitor course sizes and inform me when it is approaching/exceeding course quota size limits.
- I have set up my Express server (5GB) for storage of large course files.
- I have addressed any pre-requisite skills pertaining to technology that are necessary for course success and have made students aware of those pre-requisites.
- I have made any hardware/software requirements available to students before the course commences as well as inform them of where they can obtain the materials as well as technical assistance.

User Authentication

- I have requested that students introduce themselves to the class.
- I have included different methods (images, voice recordings, test centers) of establishing user identity throughout my course.