

End-of-Term Course Review Checklist

Use this checklist to review your course after it has concluded. Prepare for the next course offering by making important tweaks and adjustments that help avoid curriculum drift.

You've spent hours designing your course for a quality student experience and spent time carefully facilitating their journey through the semester. Now that the course has concluded, it's important to take a step back and evaluate the course from a lens of continuous improvement.

Review each category and item carefully. Take notes on where you might need to make changes. Then, indicate on the tracker below if the adjustment was made.

Student Feedback

Item to Review	Notes	Date Completed
Review student feedback on the course.	<i>What did students say in FAQ discussions, mid-term surveys, and end-of-semester surveys? Where did they struggle? What was missing? What was done well?</i>	
Identify areas of confusion for students.	<i>What did students need additional clarity on in student emails or FAQ discussions? How did they perform on assessments?</i>	
Add additional opportunities for student feedback.	<i>Are there multiple opportunities for students to provide you with feedback? Where do they go for help and support?</i>	

Navigation & Accessibility

Item to Review	Notes	Date Completed
Identify areas of inconsistent navigation or usability errors.	<i>Are there broken links, incorrect navigation instructions, broken videos or images, or missing context clues? Use student view for a better understanding of their experience...</i>	
Check accessibility on course pages.	<i>Check table navigation, alt text on images, use of color to convey meaning, missing headings...</i>	
Check accessibility on course documents, & resources.	<i>Check Word document accessibility, PDF accessibility, PPT accessibility, video captions...</i>	
Revise the course for typos.	<i>Read through the course in student view and identify/correct any typos.</i>	

Objectives & Alignment

Item to Review	Notes	Date Completed
Review any added content, activities, or assessments for alignment to module and course objectives.	<i>Did you add optional quizzes, additional lectures, extra linked readings, information on current events?</i>	
Review alignment indication in course and module overviews.	<i>Are course learning outcomes available in overview, module learning outcomes listed in each module, alignment indicated for all assessments, activities, and resources?</i>	
Review assessments for validity and alignment to outcomes.	<i>Did students complete their objectives? Were some assessments too difficult? Too easy? Are more resources needed?...</i>	

Student Engagement

Item to Review	Notes	Date Completed
Review opportunities for students to engage with you and each other.	<i>Are instructions clear? Are more opportunities needed? Where can you provide additional guidance and support?</i>	
Prepare Announcements	<i>Which announcements used can be revised, reused, and scheduled for the upcoming semester?</i>	
Adjust Due Dates	<i>How will due dates shift and change this semester? Do announcements or instructions need to be revised in addition to the course calendar?</i>	
Update Faculty Office	<i>Have any details in your bio or faculty office changed? Are office hours still the same? Do you have a more recent photo or anecdote to share?</i>	
Prepare Syllabus	<i>Revise syllabus document for any updated institutional policies or language. Replace old syllabus with new version.</i>	