Moving Online! Assignment Design Checklist

Criteria		Comments/Feedback
Format: • Simple in design • Clear focus on the main task • Organized in such a way that key information is easy to locate		
Purpose: • Includes learning outcomes that are written in language that can be understood by students • Explains how the assignment connects to the course learning outcomes • Explains how the knowledge and skills gained by completing this assignment will be important in students' lives. If possible, expand beyond the assignment to the course, program, career, and beyond • Provides the information needed to frame an excellent response (e.g., receive an A)		
Task: • The task or activity is easy to identify and understand • Guiding questions are included (see link): http://www.asainstitute.org/conference2013/handouts/20-Bloom-Question-Cues-Chart.pdf • Steps, guidelines, or a recommended sequence of activities is included, if applicable • What **not to do** is included, if applicable (for example, critical mistakes to be avoided) • The task is engaging for students (involves current events, topics of interest) • Task-related questions are anticipated and addressed • Opportunity for formative feedback is provided • Task is intentionally linked to other assignments • The format of the final deliverable and how it is to be submitted is clearly stated • Resources needed (articles, software, data sets, equipment, supplies) and how to access them are explained		
Suggestion: If information is purposely excluded, a statement of explanation should be included (For example: "The purpose of this assignment is for you to come up with your own original solution.")		
Grading: • Grading criteria is included • Grading criteria is specific and includes expectations, rubrics, or scoring guidelines • Explains how the assignment grade contributes to the overall course grade • Characteristics of a quality finished product are included • Submission deadline is clearly stated • Grading questions are anticipated (e.g., due date extensions)		
Suggestion: If there is not a rubric, provide a checklist of characteristics of successful work.		

Items adapted from the DQP Features of Excellent Assignments and the TILT Transparent Assignment Design Template.