



## On-line/Hybrid Course Addendum 11-OL

Program/Community College Name: \_\_\_\_\_

APC # & Code/5-Digit College #: \_\_\_\_\_

PCS Code: \_\_\_\_\_ CIP Number: \_\_\_\_\_

Course Number/Code: \_\_\_\_\_ Course Title/Name: \_\_\_\_\_

Hybrid Course: \_\_\_\_\_ Other Vendor Name: \_\_\_\_\_ Provider Developed: \_\_\_\_\_

Does this course meet web-accessible standards/ADA -compliance? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Explain how it is ADA-compliant.

Does this course meet appropriate Illinois or ESL content standards? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please submit a course syllabus with an outline showing content standard alignment.

How will you track student time/attendance?

Lesson Mastery: \_\_\_\_\_

Time on Task: \_\_\_\_\_

Other: \_\_\_\_\_

Explain how you will track student time/attendance?

**The instructor meets/is proficient in the following:**

\_\_\_\_\_ The instructor utilizes course content and activities to enhance learning in the online environment and uses learning outcomes to drive assessment and learning activities.

\_\_\_\_\_ The instructor establishes communication and interaction expectations, provides clear instructions for completing and submitting assignments and provides timely feedback to students concerning their performance in the course.

\_\_\_\_\_ The instructor evaluates and uses suitable forms of communications for learner to learner (student to student) contact and the learning activities which will help nurture an online community.

\_\_\_\_\_ The instructor uses current and emerging digital skills.

\_\_\_\_\_ The instructor recognizes the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

\_\_\_\_\_ The instructor demonstrates how to select appropriate devices, tools, resources and applications for a task that result in enhanced presentation skills and communication/collaboration with colleagues and students to maximize active, deep learning.

\_\_\_\_\_ The instructor provides alternative ways for students to demonstrate competency and reflect on their learning using technology.

See the Provider Manual for more details.  
**Send all completed forms to**  
 ICCB, Associate Director for Program Compliance, Adult Education & Literacy