

# Quality Matters Deployment Checklist

## Course Overview & Introduction

- Clear course and course web site navigation
- A course structure statement is provided
- A course etiquette statement is provided
- There is an Instructor self-introduction
- Students are asked to introduce themselves
- Minimum skills, knowledge, technology statement is provided

## Learning Objectives

- Course learning objectives describe desired measurable outcomes
- Module objectives are measurable and consistent with course objectives
- Objectives are clear and written from students' perspective
- Clear instructions are provided on how to meet learning objectives
- Objectives address content mastery, critical thinking, & core learning skills

## Assessment & Measurement

- Assessments measure learning objectives and are consistent with activities and resources
- Assessments are sequenced, varied & appropriate to content
- Grading policy is clearly stated
- Specific criteria are provided for student evaluation
- "Self-Check" assignments are provided on a timely basis

## Resources & Materials

- Resources and materials support the learning objectives
- Resources and materials have sufficient breadth, depth, and currency for student to learn subject
- The purpose of each course element is explained
- Resources and materials are logically sequenced and integrated
- Resources and materials are properly cited

## Learning Activities & Learner Engagement

- Learning activities support achievement of learning objectives
- Learning activities foster instructor - student, content - student, and when appropriate student - student interaction
- Interaction requirements are clearly stated
- Clear standards are provided for instructor availability and response (email, posting, office hours, grading, etc.)
- Design prompts instructor to be active and engaged with students

**Course Technology**

- Tools and media support learning objectives and are appropriate to the content
- Tools and media enhance interactivity and active learning
- Technologies are easily available
- Course components are compatible with existing standards and delivery modes
- Clear instructions are provided on how to access resources
- Design takes full advantage of available tools and media

**Learner Support**

- Course instructions show where to get academic support
- Course instructions show where to get student services support
- Course instructions show where to get technical support

**Accessibility**

- Course acknowledges ADA requirements
- Course provides equivalent alternatives for audio and visual content
- Course links are clear and meaningful
- Course site and materials are clear and readable