Checklist for Meeting Quality Matters Standard 1
Getting Students Started

1.1 Instructions make clear how to get started and where to find various course components.
1.2 Students are introduced to the purpose and structure of the course.
1.3 Etiquette expectations (sometimes called “netiquette”) for online discussions, email, and other forms of communication are stated clearly.
1.4 Course and/or institutional policies with which the student is expected to comply are clearly stated, or a link to current policies is provided.
1.5 Minimum technical skills expected of the student are clearly stated.
1.6 Prerequisite knowledge in the discipline and/or any required competencies are clearly stated.
1.7 Minimum technical skills expected of the learner are clearly stated.
1.8 The self-introduction by the instructor is appropriate and available online.
1.9 Students are asked to introduce themselves to the class.

Welcome or Getting Started Content

- Create a welcome or informative page as a course entry point (1.1, 1.2)
- Create a course tour (1.1, 1.2)
- Create an introduction of yourself (1.8)
- Students have specific steps on how to get started (1.1)
- Students are introduced to the purpose, structure, and policies of the course (1.2, 1.4)
- Students have an opportunity to interact with each other early and are provided with etiquette expectations (1.3, 1.9)
- Technology requirements are clearly stated and instructions are provided (1.5)

Tips (Recommended strategies to consider)

- Provide students with information on the prerequisite knowledge required for this course (1.6)
- Provide students with information on the expected technical skills required for this course (1.7)