Checklist for Meeting Quality Matters Standard 4
Course Content & Instructional Materials

4.1 The instructional materials contribute to the achievement of the stated course and module/unit learning objectives or competencies
4.2 Both the purpose of instructional materials and how the materials are to be used for learning activities are clearly explained
4.3 All instructional materials used in the course are appropriately cited
4.4 The instructional materials are current
4.5 A variety of instructional materials is used in the course
4.6 The distinction between required and optional materials is clearly explained

Designing Instructional Materials

☐ Explain the purpose of instructional materials so students understand why and how to use the materials (4.2)
☐ For each module, the sequence of instructional materials is obvious (4.2)
☐ If students will be finding their own resources, provide guidelines for how students should evaluate and select resources (4.3)
☐ Provide appropriate academic citations for instructional materials (4.3)
☐ Instructional materials are current and represent up-to-date practice in the field, or are historical or seminal to the discipline (4.4)
☐ The course content and instructional materials represents diverse perspectives (4.5)
☐ The course content and instructional materials offers student choice and multiple modalities (4.5)
☐ If offered, optional materials are clearly marked (4.6)

Alignment

☐ Course content and instructional materials contribute to the course and module learning objectives (4.1)

Tips (Recommended strategies to consider)

Discover or curate content first, and then identify gaps before creating new content
Provide and clearly mark optional materials for pre-requisites or extending learning