# Checklist for Meeting Online Quality Essentials Standard 1

# Course Introduction

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| 1.1 Instructor provides a personal introduction to the course.  1.2 Course includes an orientation module, video, or guide to navigating the course.  1.3 Course includes an introductory discussion or guidelines for learner interactions.  1.4 Course lists office hours, response times, or other similar communications.  1.5 Course includes a course schedule or due dates for all assignments and activities.  1.6 Course includes a forum or questions about the course. |

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| **Creating a Welcoming Environment for Students** | |
| 🞎 | Create a personal instructor introduction (1.1) |
| 🞎 | Include an orientation module, video, or written guide that shows learners how to navigate the course (1.2) |
| 🞎 | Provide students with a space to introduce themselves and/or establish guidelines for class interactions (1.3) |
| 🞎 | Clearly state office hours, response time for email/messages, and other communication practices (1.4) |
| 🞎 | Provide a course schedule or calendar that includes due dates for all assignments and activities (1.5) |
| 🞎 | Create a dedicated forum or space where students can ask general questions about the course (1.6) |
| **Tips (Recommended strategies to consider)** | |
| Record a short video to accompany your written introduction to make the course more personal and engaging. | |
| Provide a quick-start checklist or roadmap in the orientation module to help students get started right away. | |
| Encourage students to use the Q&A forum as the first step for course-related questions, so all learners benefit from the responses. | |
| Make the course schedule available in multiple formats (e.g., downloadable PDF and in-course calendar) | |