



Checklist for Meeting Online Quality Essentials Standard 1

Course Introduction

- ✓ 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.

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)