# Checklist for Meeting Online Quality Essentials Standard 5

# Instructional Materials and Content

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| 5.1 Course lists all required learning materials, including technology tools.  5.2 Text materials meet accessibility and universal design standards.  5.3 Videos and other multimedia content meet accessibility standards.  5.4 The instructional materials represent up-to-date theory and practice in the discipline.  5.5 Instructor incorporates real-world examples to enhance course content.  5.6 Videos and other multimedia content are of appropriate quality and length.  5.7 Course uses exclusively low or no-cost materials.  5.8 Course content is up-to-date, relevant, and tied to specific learning objectives.  5.9 Content includes examples that represent a range of learner backgrounds.  5.10 Course includes ways for learners to contribute meaningfully to course content. |

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| **Designing Instructional Materials** | |
| 🞎 | Provide a complete list of required course materials, including textbooks, software, and technology tools (5.1) |
| 🞎 | Ensure text-based materials comply with accessibility and universal design standards; check using [Blackboard Ally](https://www.niu.edu/blackboard/ally/) (5.2) |
| 🞎 | Confirm that all multimedia (e.g., videos, podcasts, slides) meet accessibility standards, such as captions and transcripts; check using [Blackboard Ally](https://www.niu.edu/blackboard/ally/) (5.3) |
| 🞎 | Review course content to ensure there are no broken links, spelling/grammar errors, or outdated/incorrect information (5.4) |
| 🞎 | Incorporate real-world examples and applications into instructional content (5.5) |
| 🞎 | Use multimedia that is of appropriate quality, length, and relevance (5.6) |
| 🞎 | Select low or no-cost materials to minimize financial barriers for students (5.7) |
| 🞎 | Regularly update content to ensure relevance and clear alignment with learning objectives (5.8) |
| 🞎 | Include examples that reflect diverse learner backgrounds and perspectives (5.9) |
| 🞎 | Design opportunities for learners to meaningfully contribute to course content (e.g., peer sharing, resource curation) (5.10). |
| **Tips (Recommended strategies to consider)** | |
| Provide direct links to required readings or tools within the course to reduce barriers to access. | |
| Use NIU-supported tools and platforms to ensure accessibility compliance and technical support | |
| Consider shorter video segments (5–10 minutes) for better learner engagement and retention. | |
| Periodically check links and update course materials to keep them current. | |
| Allow learners to share resources or examples from their professional or personal contexts to enrich the course materials. | |