NORTHERN ILLINOIS UNIVERSITY
**Center for Innovative Teaching and Learning**

# Checklist for Meeting Online Quality Essentials Standard 5
## Instructional Materials and Content

- 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.

| **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](#) (5.2) |
| ☐ Confirm that all multimedia (e.g., videos, podcasts, slides) meet accessibility standards, such as captions and transcripts; check using [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| ☐ Review course content to ensure there are no broken links, spelling/grammar errors, or outdated/incorrect information (5.4) |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. |