



Checklist for Meeting Quality Matters Standard 1 Course Overview and Introduction

- ✓ 1.1 Instructions make clear how to get started and where to find various course components.
- ✓ 1.2 Learners are introduced to the purpose and structure of the course.
- ⚙ 1.3 Communication guidelines for online discussions, email, and other forms of interaction are clearly stated.
- ✓ 1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided.
- ✓ 1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.
- ✓ 1.6 Technical skills and digital information literacy skills expected of the learner are clearly stated.
- ⚙ 1.7 Required prior knowledge in the discipline and/or any required competencies are clearly stated in the course site.
- ⚙ 1.8 The self-introduction by the instructor is welcoming and is available in the course site.
- ⚙ 1.9 Learners have the opportunity to introduce themselves.

Welcome or Getting Started Content

- Create a welcome or informative page as a course entry point (1.1, 1.2)
- Create a course tour (1.1, 1.2)
- Create an introduction of yourself (1.8)
- Students have specific steps on how to get started (1.1)
- Students are introduced to the purpose, structure, and policies of the course (1.2, 1.4)
- Students have an opportunity to interact with each other early and are provided with interaction expectations (1.3, 1.9)
- Technology requirements are clearly stated and instructions on how to purchase, download, and install any required software or plug-ins are provided (1.5)
- Statements of how students will need to use various technologies within the course are included, providing an understanding of the proficiency level needed (1.6, 1.7)
- The computer peripherals required for the course are easy for students to purchase, like webcams or microphones, and required specifications are provided (1.5)

Tips (Recommended strategies to consider)

- Provide students with information on the prerequisite knowledge required for this course (1.6)
- Provide students with information on the expected technical skills required for this course (1.7)

