# Check it.
# Is Your Course Ready for a Review?

Make checklists of easily overlooked and easily addressed standards. Start with the checklist provided by QM at https://www.qualitymatters.org/qm-membership/faqs/course-review-preparation. It addresses some of the procedural issues related to the review.
Our checklists focus on content and course functionality.

- Your first review will identify the standards you overlooked.
- And to identify the easily addressed standards look at the standards that are 'universals' at your institution. See our template items list below for examples.

# Example General Checklist

## Course design checklist (course menu)

- ✓ Start here (video tour, written welcome message, technical support) **(Standards 1.1, 1.2, 6.1)**
- ✓ Welcome message (include link for syllabus and course schedule) **(Standard 1.8)**
- ✓ Announcement (only the first announcement is showing)
- ✓ Textbook
- ✓ Technical requirements **(Standard 1.5)**
- ✓ Institutional policies **(Standard 7.2)**
- ✓ Syllabus
- ✓ Course schedule
- ✓ Grading guidelines **(Standard 3.2)**
- ✓ Participation
- ✓ Grade center

## Course design checklist (content in weekly folders)

- ✓ Q&A Forum
- ✓ Introductions from students (video). **(Standard 1.9)**
- ✓ Rewrite objectives (if not clear)
- ✓ Objectives linked with "Weekly Activities"
- ✓ Objectives and weekly activities linked with assessments
- ✓ Statement about required/optional materials (under each lesson/week). **(Standard 4.6)**
- ✓ Meetings with instructor
- ✓ Practice quiz (one for each actual quiz)

- ✓ Notes under practice quizzes and actual quizzes (actual can be taken twice, practice quiz multiple times)
- ✓ Quizlet flashcards (games)
- ✓ Discussion posts
- ✓ Videos/media "created by" (attributions for all items) **(Standard 4.3)**
- ✓ Rubrics in each lesson. **(Standard 3.3)**

# Examples of Some Specific Checklists

## Start Here

- ✓ We create a section in our courses that introduces students to the course and get them familiar with procedures.
  Short introduction video or a few paragraphs where to find areas of the course, how general coursework is submitted, links to LMS tutorial in case the student is not familiar with it. For online instructors, this is the first fifteen minutes of that first day of class where you introduce yourself, hand out the syllabus, talk about expectations (instructor's of students, and students' of instructor), and discussion how the course will work. (**Standards 1.1, 1.2, 1.5**)

## Syllabus

- ✓ Instructor Contact Policy: How to contact the instructor. Student expectation for a timely reply from instructor.
- ✓ Course description. (**Standard 1.2**)
- ✓ Defining required vs optional course materials. (**Standard 4.6**)
- ✓ Course communication. **(Standard 1.9)**
- ✓ Academic honesty policy.
- ✓ Participation expectations. **(Standard 5.4)**
- ✓ Netiquette statement. (**Standard 1.3**)
- ✓ Assignment Feedback Policy: How long a student can expect to wait before feedback from the instructor on the variety of assignments? **(Standard 5.3)**
- ✓ Late Work Policy: Instructor's policy regarding the acceptance of work after the due date.
- ✓ Grading Policy: The point and letter grade distribution of the assignments in the course. **(Standards 3.2)**
- ✓ Technology requirements and links to plugins. **(Standards 1.5, 6.3, 6.4)**
- ✓ Learner support. **(standard 7.1)**

# Example Template Items We Include by Default

- ✓ Student Technical Expectations/Responsibilities (**Standard 1.7**)
- ✓ Hardware and Software Requirements (**Standard 1.5**)
- ✓ Academic Honesty and Course Copyright Notice (added for good measure)
- ✓ Netiquette Expectations (**Standard 1.3**)
- ✓ Standard Institutional Policies:
  - o Institutional Policies (**Standard 1.4**)
  - o Privacy Policies for Course Technologies (**Standard 6.5**)
  - o Campus Accessibility Contact Information and ADA Policy (**Standard 7.2**)
  - o Accessibility Statements of Technologies (**Standard 8.2**)
- ✓ Standard Bb Support and Student Support:
  - o Technical Support (**Standard 7.1**)
  - o Academic Support Services (**Standard 7.3**)
  - o Student Services (**Standard 7.4**)

**Our template items cover 10 standards. Now you only have 33 remaining to check!**