Quality Assurance Standards Checklist

At DSU, we are using Quality Assurance Standards Checklist to help online instructors design, develop and implement online/hybrid courses. The checklist includes the following eight general standards.

**Standard 1. Course Overview and Introduction**

- □ Provide navigational instructions telling students how to get started.
- □ Write a statement introducing the student to the course and to the structure of the learning process, as well as how student will be successful in the course.
- □ State clear netiquette expectations with regard to discussions and email communications.
- □ Give a self-introduction.
- □ Ask students to introduce themselves to the class in a D2L discussion forum.
- □ State minimum technology requirements and minimum study skills.

**Standard 2. Learning Outcomes**

- □ Describe course learning outcomes in measurable terms.
- □ Each learning outcome should use an action verb so that it is measurable within a specific context.
- □ Describe learning outcomes from the student perspectives.
- □ Provide clear Instructions to students on how to achieve the learning outcomes.
- □ Specify learning outcomes at module/unit level.

**Standard 3. Assessment and Measurement**

- □ Align learning activities and assessment measures with learning outcomes.
- □ Explain grading policy.
- □ Provide specific criteria for evaluating students’ work and performances.
- □ Select appropriate assessment instruments and tools.
- □ Provide “self-check” or practice assignments.
- □ Provide timely feedback to students.

**Standard 4. Resources and Materials**

- □ Align resources and materials with the stated learning outcomes.
- □ Provide in multiple modalities to facilitate different learning styles and are incorporated into the design of the course.
- □ Presented in a format appropriate to the online environment, are easily accessible to and usable.
- □ Materials are consistent in organization.
- □ Cite all resources and materials used in your course.
☐ The purposes of the course elements (content, instructional methods, technologies, and course materials) are clear and evident.

Standard 5. Learner Interaction

☐ The learning activities promote the achievement of stated objectives and learning outcomes.
☐ Learning activities foster instructor-student, content-student, and student-student interaction.
☐ Clear standards are set for instructor response and availability (turn-around time for email, assignment feedback, and grade posting).
☐ Demonstrate the importance and real-world significance of the subject matter.
☐ Clearly describe the requirements for course interaction.

Standard 6. Course Technology

☐ The tools and media support the learning outcomes of the course and are integrated with texts and lesson assignments.
☐ The tools and media enhance student interactivity and guide the student to become a more active learner.
☐ If utilized, third-party tools/content are easily accessible to students, and clear instructions are provided to articulate how to access and utilize them.
☐ The tools and media are compatible with existing standards of delivery modes.

Standard 7. Learner Support

☐ Course instructions articulate or link to clear descriptions of academic, student, and technical support services offered.
☐ If third-party tools and/or content are utilized by the course, clear instructions are provided to students on how they will receive support for these tools.
☐ Course instructions articulate or link to tutorials and resources that answer basic questions related to research, writing, technology, etc.

Standard 8. Accessibility

☐ The course acknowledges the importance of ADA requirements.
☐ If any third-party tools and/or content are utilized by the course, they are compliant with accessibility standards, or equally effective accessible alternatives are provided.

Resource: South Dakota Board of Regents Online Quality Assurance Rubric

Course __________________________________________________________
Instructor _________________________________________________________
Date ____________________________________________________________