

DL Course Quality Checklist

The following criteria outlines College of the North Atlantic's standards for quality online courses. These are based on standards developed by *Quality Matters*. All online courses are to be developed in accordance with these criteria.



Instructional Design (To be completed by Instructional Design Specialist)					
Course:	Present	To Improve	Not Present	N/A	Notes / Improvements
SME/ID:					
Course Introduction and Overview					
1.					The instructor bio is created and includes contact information. (QM 1.8)
2.					A discussion forum is set up to allow students to introduce themselves to the class. (QM 1.9)
3.					A course schedule is included and properly formatted (weekly dates, evaluation, due dates). (QM 1.2)
4.					The Course Information page (or syllabus) is included and properly formatted. (QM 1.1, 1.2, 1.3)
5.					The official PIRS course outline is provided (PDF). (QM 1.2, 1.7, 2.1, 2.2, 2.3, 2.5)
6.					Expectations for interaction are clearly stated (virtual classroom, netiquette, discussions, etc.). (QM 1.3, 5.3, 5.4)
7.					Instructions for using online meeting tools are included (e.g., Virtual Classroom). (QM 1.3, 1.5)
8.					Learner Support page is included. (QM 7.1, 7.2, 7.3, 7.4)
Instructional Materials and Resources					
9.					Each module lists associated learning objectives and related learning activities/assessments. (QM 2.2, 2.4)
10.					A variety of instructional materials are used, and their purpose and use are clearly explained. (QM 4.2, 4.5, 6.3)
11.					Instructional materials are designed using the DL responsive/accessible CSS template. (QM 8.2, 8.3)
12.					Instructional materials are free from typographical and grammatical errors (QM 8.2)
13.					Source references and permissions for use of instructional materials are provided. (QM 4.3)
Interactive Learning					
14.					Learning activities foster instructor-student interaction (e.g., web conferencing, discussions). (QM 5.2, 6.2)
15.					Learning activities foster student-student interaction (e.g., discussions, groups, peer reviews). (QM 5.2, 6.2)
16.					Learning activities foster student-content interaction (e.g., dynamic content, video, scenarios). (QM 5.2, 6.2)
17.					Multimedia are of good quality and are usable/accessible by diverse learners. (QM 8.3, 8.4, 8.5)
18.					Opportunities are provided for instructor-led virtual classroom sessions. (QM 5.2, 6.2)
19.					Opportunities are provided for students to practice what they learn. (QM 3.5, 5.2, 6.2)
Assessments					
20.					Specific and descriptive criteria are provided for the evaluation of student work (e.g., rubrics). (QM 3.3)
21.					The grading policy is transparent and easy to understand. (QM 3.2)

22.	Assessment and measurement strategies provide feedback to the student. <i>(QM 3.5)</i>					
23.	The assessment/evaluation scheme used in the course complies with the PIRS outline. <i>(QM 3.2)</i>					
24.	Self-assessment tools are provided for quick student feedback. <i>(QM 3.5, 5.2, 6.2)</i>					
25.	Course gradebook is set up properly. <i>(QM 3.2)</i>					
Course Technology						
26.	Tools/media support course objectives and are appropriately chosen to deliver course content. <i>(QM 6.1)</i>					
27.	Technologies required for this course are either provided or easily downloadable. <i>(QM 1.5)</i>					
28.	Clear instructions on how to access/use specialized technology or resources are included. <i>(QM 1.5)</i>					
Course Components						
29.	Files/folders are well organized (i.e., use of appropriate directory structure, properly named). <i>(QM N/A)</i>					
30.	Course is designed for easy navigation (e.g., logical module structure, use of quicklinks, etc.) <i>(QM 8.1)</i>					
Comments:						

Reviewed by _____ (IDS) Date _____

Subject Matter (To be reviewed by a Subject Matter Expert)						
	Criteria	Present	To Improve	Not Present	N/A	Notes / Improvements
Instructional Materials and Resources						
31.	The learning objectives for the course adhere to provincial course guidelines (PIRS). <i>(QM 2.2)</i>					
32.	Instructional materials and activities contribute to the achievement of learning objectives. <i>(QM 4.1, 5.1)</i>					
33.	Instructional materials have sufficient depth and currency. <i>(QM 4.4)</i>					
34.	Instructional materials are presented to the student in a logical progression. <i>(QM 4.1)</i>					
Interactive Learning						
35.	Course provides active, experiential learning that emulates real-world applications. <i>(QM 5.2)</i>					
Assessments						
36.	Assessments measure the learning objectives and are consistent with course activities and resources. <i>(QM 3.1)</i>					
37.	Assessments varied to accommodate diverse learners (UDL), and suited to the level of the course. <i>(QM 3.4)</i>					
Comments:						

Reviewed by _____ Date _____