

Online Learning 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. <i>(QM 1.8)</i>
2.					A discussion forum is set up to allow students to introduce themselves to the class. <i>(QM 1.9)</i>
3.					A course schedule is included and properly formatted (weekly dates, evaluation, due dates). <i>(QM 1.2)</i>
4.					The Course Information page (or syllabus) is included and properly formatted. <i>(QM 1.1, 1.2, 1.3)</i>
5.					The official PIRS course outline is provided (PDF). <i>(QM 1.2, 1.7, 2.1, 2.2, 2.3, 2.5)</i>
6.					Expectations for interaction are clearly stated (virtual classroom, netiquette, discussions, etc.). <i>(QM 1.3, 5.3, 5.4)</i>
7.					Instructions for using online meeting tools are included (e.g., Virtual Classroom). <i>(QM 1.3, 1.5)</i>
8.					Learner Support page is included. <i>(QM 7.1, 7.2, 7.3, 7.4)</i>
Instructional Materials and Resources					
9.					Each module lists associated learning objectives and related learning activities/assessments. <i>(QM 2.2, 2.4)</i>
10.					A variety of instructional materials are used, and their purpose and use are clearly explained. <i>(QM 4.2, 4.5, 6.3)</i>
11.					Instructional materials are designed using the DL responsive/accessible CSS template. <i>(QM 8.2, 8.3)</i>
12.					Instructional materials are free from typographical and grammatical errors <i>(QM 8.2)</i>
13.					Source references and permissions for use of instructional materials are provided. <i>(QM 4.3)</i>
Interactive Learning					
14.					Learning activities foster instructor-student interaction (e.g., web conferencing, discussions). <i>(QM 5.2, 6.2)</i>
15.					Learning activities foster student-student interaction (e.g., discussions, groups, peer reviews). <i>(QM 5.2, 6.2)</i>
16.					Learning activities foster student-content interaction (e.g., dynamic content, video, scenarios). <i>(QM 5.2, 6.2)</i>
17.					Multimedia are of good quality and are usable/accessible by diverse learners. <i>(QM 8.3, 8.4, 8.5)</i>
18.					Opportunities are provided for instructor-led virtual classroom sessions. <i>(QM 5.2, 6.2)</i>
19.					Opportunities are provided for students to practice what they learn. <i>(QM 3.5, 5.2, 6.2)</i>
Assessments					
20.					Specific and descriptive criteria are provided for the evaluation of student work (e.g., rubrics). <i>(QM 3.3)</i>
21.					The grading policy is transparent and easy to understand. <i>(QM 3.2)</i>

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 _____