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| ***Quality Matters Rubric Checklist\*******adapted for Online Course Development*** |  |

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| **Course Introduction** | 1.1 The opening page makes it clear how to get started and navigate through the course.  |  |  |
|  | 1.2 Prerequisites, course and institutional policies, etiquette expectations (“netiquette”), and minimum technology requirements are clearly stated. |  |  |
|  | 1.3 The instructor’s contact information and introduction are provided. Video introductions are strongly recommended. |  |  |
|  | 1.4 Students are asked to introduce themselves to the class as one of the first activities. |  |  |
| **Learning Outcomes** | 2.1 The course has the unit  learning outcomes stated clearly, measurable, and suited to the level of the course.  |  |  |
| **Assessment** | 3.1 The grading policy is indicated clearly. |  |  |
|  | 3.2 Specific criteria for the evaluation of students’ work exist and are aligned with the instructional materials. |  |  |
|  | 3.3 The graded assignments/tests are recorded in the Blackboard Grade Center. |  |  |
| **Instructional Materials** | 4.1 The instructional materials are clearly stated, current, diverse, and supportive of the learning outcomes. |  |  |
| **Learner Activities** | 5.1 The learning activities (assignments) are aligned with the stated learning outcomes, promote interaction and active learning, and are varied. |  |  |
|  | 5.2 The course design includes instructor feedback on assignements, formative, and summative assessment. |  |  |
| **Course Technology** | 6.1 Technologies required are readily obtainable, support the learning outcomes, and engage various learning preferences. |  |  |
| **Learner Support** | 7.1 Guidance related to technical support, institution’s accessibility policies and services, and the academic support services (tutoring) is provided. |  |  |
| **Accessibility & Usability** | 8.1 Course is easy to navigate and well structured.  |  |  |
|  | 8.2 Provide information about the accessibility of technologies required.  |  |  |

***\**** Modified Quality Matters Rubric. For original QM Rubric for Higher Education click here: <https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf>