# Quality Standards for Online Courses (QSOC) Checklist

## Course Overview, Introduction, and Student Resources

1. Clear guidance is included on how to get started with the course.
2. A detailed syllabus is easily located within the course.
3. The syllabus clearly outlines academic integrity expectations.
4. Minimum technology requirements are clearly stated.
5. Information on technical support offered and how to obtain the support is included.
6. Course and institutional policies are clearly stated.
7. The grading scale and policy are clearly stated.
8. Information on academic and student support resources that are available to students is included.
9. Information on how students obtain disability related accommodations is included.
10. The self-introduction by the instructor is included.
11. Students are asked to introduce themselves to the class.
12. Accessibility policies or statements are included (or linked) for all technologies.
13. Privacy policies or statements are included (or linked) for all technologies.

## Course Interactions

1. Expected expectations of student-instructor, student-content, and student-student interactions are clearly stated.
2. Communication and feedback turnaround time is clearly specified.
3. Information on communicating with the instructor is provided to students.

## Instructional Design

1. The course is organized in modules.
2. Course learning outcomes are measurable and clear.
3. Module learning objectives are measurable, clear, and consistent with the course learning outcomes.
4. Instructional materials, assessments, and activities contribute to the achievement of learning outcomes and objectives.
5. Assignments include instructions and grading criteria (e.g., detailed checklist, rubric, other evaluation instrument).
6. Course modules include introductory information (e.g., module overview, to-do list) on how students navigate through the module.
7. An appropriate range of active learning techniques is included.
8. Appropriate technology tools are used to facilitate learning.

## Instructional Materials

1. Posted resources and materials are appropriately cited and comply with copyright laws.
2. Instructional videos are viewable and organized in short segments.
3. Resources and materials used are relevant and current.

## Accessibility and Usability

1. The course structure is consistent, intuitive, and easy to navigate.
2. Optical Character Recognition (OCR) is performed on scanned PDF files.
3. Posted files (Word, Excel, PowerPoint, etc.) are accessible and usable by screen readers.
4. Videos are accurately captioned and/or accompanied by a transcript (if the video cannot be captioned).
5. Audio files are accompanied by an accurate transcript.