# 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.