

Appendix 1: Quality Matters Standards for Online Courses

QM1. *Course Overview and Introduction*

Instructions make clear how to get started and where to find various course components. Learners are introduced to the purpose and structure of the course. Communication expectations for online discussions, email, and other forms of interaction are clearly stated. Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided. Computer skills and digital information literacy skills expected of the learner are clearly stated.

QM2. *Learning Objectives (Competencies)*

Learning objectives or competencies are stated clearly, are written from the learners' perspective, and are prominently located in the course. The relationship between learning objectives or competencies and learning activities is clearly stated.

QM3. *Assessment and Measurement*

The course grading policy is stated clearly at the beginning of the course. Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is clearly explained. The course provides learners with multiple opportunities to track their learning progress with timely feedback.

QM4. *Instructional Materials*

The relationship between the use of instructional materials in the course and completing learning activities is clearly explained. A variety of instructional materials is used in the course.

QM5. *Learning Activities and Learner Interaction*

Learning activities provide opportunities for interaction that support active learning. The instructor's plan for interacting with learners during the course is clearly stated. The requirements for learner interaction are clearly stated.

QM6. *Course Technology*

Course tools promote learner engagement and active learning. A variety of technology is used in the course.

QM7. *Learner Support*

The course instructions articulate or link to: 1) a clear description of the technical support offered and how to obtain it; 2) the institution's accessibility policies and services; 3) the institution's academic support services and resources that can help learners succeed in the course; and 4) the institution's student services and resources that can help learners succeed.

More information about these standards and Quality Matters can be found at qualitymatters.org.