

UNC Quality Standards QM		Done!
Set a welcoming tone		
Make a good first impression and be sure students know how to get started in the course.		
<ul style="list-style-type: none"> Create a welcome announcement to welcome students to the (this is sent to their email). 		
<ul style="list-style-type: none"> Set a home page that contains information that will be useful to students. 		
<ul style="list-style-type: none"> Include the standard Start Here information (IDD team will supply). 		
<ul style="list-style-type: none"> Include your contact information and the best method of contacting you. 		
<ul style="list-style-type: none"> Create an Introductions Discussion and post your own introduction to get it started. 		
Syllabus		
Upload your syllabus with the following information.		
<ul style="list-style-type: none"> Include measurable course objectives that describe what the student will be able to DO after taking the course (start with an action verb; use Blooms taxonomy as a resource). 		
<ul style="list-style-type: none"> Specify the grading requirements with a short description of the graded assignments along with the number of points for each and total points in the course. For weighted grades include a clear description of the weighting schema. 		
<ul style="list-style-type: none"> Include information on any special materials, software, hardware or activities that students need to know before starting the class. 		
<ul style="list-style-type: none"> Include institutional and course policies including academic honesty, plagiarism, and DSS statement along with any specific policies you have (for example late assignment policy. 		
<ul style="list-style-type: none"> Provide a detailed course schedule with module names, objectives, materials, assignments and due dates for each topic (maybe be a separate document) 		
Course Organization		
Organize the online course shell logically and consistently (by topic, by week, etc.) and communicate the organization to the students.		
<ul style="list-style-type: none"> Tailor the course navigation to display only the links students need to access. 		
<ul style="list-style-type: none"> Remove unused or old materials (from prior semesters, etc.) 		
<ul style="list-style-type: none"> Match online course module names, due dates, assignment names, etc. with the information in the course schedule and/or syllabus. 		
<ul style="list-style-type: none"> Start each module with a short description and module level objectives and clearly identify online activities versus f2f activities (online and hybrid courses). 		
Assessments		
Provide detailed information to help the students be successful in the course.		
<ul style="list-style-type: none"> Describe the purpose of the assessment (tied back to the course objectives). 		
<ul style="list-style-type: none"> Provide detailed instructions on what is required (format, length, citations, etc.) 		
<ul style="list-style-type: none"> Identify HOW students are to submit the assessment. For discussion boards, include the requirements for learner interaction. 		
<ul style="list-style-type: none"> Include assessments and activities that are varied and support active learning. 		
<ul style="list-style-type: none"> Include detailed SPECIFIC grading criteria (may be in the form of a rubric). 		
<ul style="list-style-type: none"> Include due dates in the course schedule and when creating online assessments so they appear in the calendar and the dynamic syllabus. 		
Course Materials		
Provide a variety of course materials and be specific about how students will use the materials.		
<ul style="list-style-type: none"> Use meaningful names for any uploaded materials. 		
<ul style="list-style-type: none"> Provide a description or purpose for each item included in the course. Be sure the students know how to use the material. 		
<ul style="list-style-type: none"> Take advantage of the resources available on the web including links, media, and articles pertinent to the topic. 		
<ul style="list-style-type: none"> Add your voice and expertise with instructor created content (study guides, lecture notes, videos, audio, mind maps, etc.) 		
<ul style="list-style-type: none"> If possible, include alternative means of access for audio and video (close captioning, transcript) 		