



Quality Essentials 1 Standards Checklist

Use these standards to organize your BeachBoard course shell. Select the “Self-check” boxes as you complete the review of each standard.

Program Requirements:

- Attend 2 live Course Enhancement Sessions
- Attend at least one support session and/or schedule at least one consultation session with your assigned instructional designer.
- Complete QM course requirements (DYOC or IYOC) through CSU Chancellor’s Office
- Complete 4-5 weeks Course Blueprint
- Develop 4-5 weeks in your BeachBoard Course (CSULB Templates)

This checklist includes standards adapted for CSULB with permission from [QM Higher Education Rubric, Sixth Edition](#).

SELF CHECK	GETTING STARTED & COURSE HOMEPAGE	NOTES:
<input type="checkbox"/>	1. Instructions make clear how to get started and where to find various course components. (AMI QM SRS 1.1)	
<input type="checkbox"/>	2. Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided (QM SRS 1.4).	
<input type="checkbox"/>	3. The self-introduction by the instructor is professional and is available online (QM SRS 1.8)	
<input type="checkbox"/>	4. Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided (QM SRS 1.5).	
<input type="checkbox"/>	5. The instructor’s plan for interacting with learners during the course is clearly stated. (AMI QM SRS 5.3)	
<input type="checkbox"/>	6. Course instructions articulate or link to the institution’s student services and resources that can help learners succeed. (QM SRS 7.4)	



SELF CHECK	COURSE DESIGN	NOTES:
<input type="checkbox"/>	7. The course learning objectives, or course/program competencies, describe measurable outcomes. (QM SRS 2.1)	
<input type="checkbox"/>	8. The module/unit-level learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies. (QM SRS 2.2)	
<input type="checkbox"/>	9. Learning objectives or competencies are stated clearly, are written from the learner's perspective, and are prominently located in the course. (QM SRS 2.3)	
<input type="checkbox"/>	10. The assessments measure the achievement of the stated learning objectives or competencies. (QM SRS 3.1)	
<input type="checkbox"/>	11. The learning activities promote the achievement of the stated learning objectives or competencies. (AMI QM SRS 5.1)	
<input type="checkbox"/>	12. The instructional materials contribute to the achievement of the stated learning objectives or competencies. (AMI QM SRS 4.1)	
<input type="checkbox"/>	13. The relationship between learning objectives or competencies and learning activities is clearly stated (AMI QM SRS 2.4)	
<input type="checkbox"/>	14. The tools used in the course support the learning objectives or competencies. (QM SRS 6.1)	



SELF CHECK	* ACCESSIBILITY	NOTES:
<input type="checkbox"/>	15. Course instructions articulate or link to the institution’s accessibility policies and services. (AMI QM SRS 7.2)	
<input type="checkbox"/>	16. Course navigation facilitates ease of use. (AMI QM SRS 8.1)	
<input type="checkbox"/>	17. The course design facilitates readability (QM SRS 8.2)	

** Find resources for meeting accessibility standards at the end of this document.*

SELF CHECK	DELIVERY & STUDENT SUCCESS	NOTES:
<input type="checkbox"/>	18. Learners are asked to introduce themselves to the class (QM SRS 1.9)	
<input type="checkbox"/>	19. Course tools promote learner engagement and active learning. (QM SRS 6.2)	
<input type="checkbox"/>	20. Learning activities provide opportunities for interaction that support active learning. (AMI QM SRS 5.2)	
<input type="checkbox"/>	21. Course Instructions articulate or link to the institution’s academic support services and resources that can help learners succeed in the course. (AMI QM SRS 7.3)	
<input type="checkbox"/>	22. The course provides learners with multiple opportunities to track their learning progress with timely feedback (QM SRS 3.5).	
<input type="checkbox"/>	23. The course grading policy is stated clearly at the beginning of the course. (AMI QM SRS 3.2)	



SELF CHECK	LIVE TRAININGS	NOTES:
<input type="checkbox"/>	1. Attend an ATS live course enhancement session	
<input type="checkbox"/>	2. Attend an ATS live course enhancement session	
<input type="checkbox"/>	3. Attend an ATS live course enhancement session	

Please use this space to write a reflection on how you will apply the knowledge you gained in Quality Essentials I into your course(s). How you would like ATS to improve this professional development program in the future (Minimum 500 words):

Instructor Printed Name:	Course Name and ID:
course modality (Indicate all that apply): AMI, REMOTE, HYBRID, HYFLEX, ONLINE:	Instructor Signature /Date: