



Quality Essentials - Part II

This CSULB Online Learning Quality Essentials Certificate checklist includes 19 standards adapted from the Quality Matters® checklist and is being used with the permission from QM Higher Education Rubric™, Sixth Edition.

Preparing Students for Success Direction:

Use these essential standards to organize your BeachBoard course shell to help students succeed in virtual and face-to-face instruction.

Open with Microsoft Word to use the checkboxes.

Select the *Self Check* boxes as you review your course for each standard.

QE deliverables required to receive a stipend:

- Pair with a certified Peer Reviewer to complete the remaining 19 standards.
- Attend 4 live Course Enhancement Sessions
- Develop 6-7 weeks in your BeachBoard Course (CSULB Templates)
- Complete QE/Peer Review Checklist

SELF CHECK	THE BASICS	NOTES:
<input type="checkbox"/>	1. Learners are introduced to the purpose and structure of the course. (AMI QM SRS 1.2)	
<input type="checkbox"/>	2. Communication expectations for online discussions, email, and other forms of interaction are clearly stated (QM SRS 1.3).	
<input type="checkbox"/>	3. Expectations for prerequisite knowledge in the discipline and/or any required competencies are clearly stated (QM SRS 1.7)	
	4. Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is clearly explained. (AMI QM SRS 3.3)	
SELF CHECK	Alignment	NOTES:
<input type="checkbox"/>	5. The learning objectives or 4.2 are suited to the level of the course. (QM SRS 2.5)	
<input type="checkbox"/>	6. The relationship between learning objectives or competencies and learning activities is clearly stated. (AMI QM SRS 2.4)	
SELF CHECK	ASSESSMENTS & INSTRUCTIONAL MATERIALS	NOTES:

<input type="checkbox"/>	7. The assessments used are sequenced, varied, and suited to the level of the course (QM SRS 3.4)	
<input type="checkbox"/>	8. The relationship between the use of instructional materials in the course and completing learning activities is clearly explained. (AMI QM SRS 4.2)	
<input type="checkbox"/>	9. The course models the academic integrity expected of learners by providing both source references and permissions for use of instructional materials (QM SRS 4.3).	
<input type="checkbox"/>	10. The instructional materials represent up-to-date theory and practice in the discipline (QM SRS 4.4)	
<input type="checkbox"/>	11. A variety of instructional materials is used in the course (Q M SRS 4.5)	
SELF CHECK	TECHNOLOGY, LEARNER INTERACTION & SUPPORT	NOTES:
<input type="checkbox"/>	12. The requirements for learner interaction are clearly stated (QM SRS 5.4)	
<input type="checkbox"/>	13. Course instructions articulate or link to a clear description of the technical support offered and how to obtain it. (AMI QM SRS 7.1)	
<input type="checkbox"/>	14. A variety of technology is used in the course (QM SRS 6.3).	
<input type="checkbox"/>	15. The course provides learners with information on protecting their data and privacy (QM SRS 6.4)	
SELF CHECK	ACCESSIBILITY	NOTES:
<input type="checkbox"/>	16. The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners (QM SRS 8.3)	
<input type="checkbox"/>	17. The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners (QM SRS 8.4)	
<input type="checkbox"/>	18. Course multimedia facilitate ease of use (QM SRS 8.5)	
<input type="checkbox"/>	19. Vendor accessibility statements are provided for all technologies required in the course (QM SRS 8.6)	

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	
<input type="checkbox"/>	4. Attend an ATS live course enhancement session	

Course # Course Name

Modality (Indicate all that apply): AMI, REMOTE, HYBRID, HYFLEX, ONLINE

Instructor Printed Name Date

Instructor Signature Date

QE Accessibility Resource



This Quality Essentials Accessibility Resource Guide is aligned with your QE 19 Standard Checklist. Please use this resource guide to help you meet QE Accessibility Standards.

- Submit deliverables for Standard 8.3
- Submit deliverables for Standard 8.4
- Submit deliverables for Standard 8.5
- Submit deliverables for Standard 8.6

*please see below for more information on how to meet the criteria for each standard. For some standards you will have options to choose from as to how you can meet the standard criteria.

ACCESSIBILITY STANDARDS (QM SRS 8.3)

The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners.

Suggested deliverables to meet standard 8.3:

Option 1: Refer to the resource links (see below) provided to create an accessible Syllabus.

OR

Option 2: Use the [Syllabus template](#) provided by the AIM Center to help you design your accessible syllabus. You can also visit the [AIM Center website to download the Syllabus template](#).

***Please note:** May 10, 2021 [Blackboard Ally](#) will be turned on for all Fall courses, however, it is NOT required to be turned on in your course to meet any QE Accessibility standards. However, if desired, you can request to turn on Blackboard Ally earlier. Please send an email to ATS-InstructionalDesign@csulb.edu and include your course information (name, course section & schedule number).

Resources

- Accessible Instructional Materials Center (AIMC) syllabus template (please request this from your assigned ID).
- [Accessible Instructional Materials Center \(AIMC\) Video Playlist](#)
- [WebAIM Creating Accessible Word Documents](#)
- [ATS Blackboard Ally accessibility awareness tool](#)

ACCESSIBILITY STANDARDS (QM SRS 8.4)

The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.

Suggested deliverables to meet standard 8.4:

Utilize the features in MyMedia BeachBoard to provide captions and text scripts of your multimedia content.

Resources

- [BeachMedia](#) Caption and transcript help.
- [Youtube](#) Support for Captioning
- [Watson Speech to Text:](#) Speech recognition that can assist you create transcripts

ACCESSIBILITY STANDARDS (QM SRS 8.5)

Course multimedia facilitate ease of use.

Suggested deliverables to meet standard 8.5:

- Graphics and images enhance learning in content and is not a distraction.
- Images are sized appropriately and can be viewed easily.
- Audio quality is clear.
- Long videos are broken down no more than 10-15 minutes short segments.

Resources

- [Accessible Course Design](#)

ACCESSIBILITY STANDARDS (QM SRS 8.6)

Vendor accessibility statements are provided for all technologies required in the course

Suggested deliverables to meet standard 8.6:

- Provide a link to BeachBoard's accessibility statement or VPAT.
- Perform an internet search for your technology and its accessibility statement.
- Include links to each of your technology accessibility statements inside your syllabus.

Resources

- [ATS Voluntary Product Accessibility Template \(VPAT\)](#)
- [D2L Brightspace \(BeachBoard\) Accessibility Statement](#)