



Quality Essentials 2 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:

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

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

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)	
<input type="checkbox"/>	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)	

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



SELF CHECK	LIVE TRAININGS	NOTES:
<input type="checkbox"/>	Attend an ATS live course enhancement session	
<input type="checkbox"/>	Attend an ATS live course enhancement session	
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Instructor/Course Information

Please complete the following information before submitting this document for review.

1. Course # Course Name:
2. Modality (Indicate all that apply): AMI, REMOTE, HYBRID, HYFLEX, ONLINE:
3. Instructor Printed Name and Date:
4. Instructor Signature Date



Quality Essentials 2 Accessibility Resource



Use this Resource Guide to help you meet the accessibility standards of this QE2 Checklist.

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

ACCESSIBILITY STANDARD 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:** Create your own accessible syllabus (see resources below).
- **Option 2:** Use the [AIM Center's Accessible Syllabus Template \[docx\]](#).

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 STANDARD QM SRS 8.4

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

Suggested deliverable to meet standard 8.4:

- Utilize “MyMedia” in BeachBoard to provide captions and text scripts of your multimedia content.

Resources

- [MyMedia](#) for captions and transcripts
- [YouTube](#) captioning
- [Watson Speech to Text](#) to create transcripts



ACCESSIBILITY STANDARD 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 STANDARD 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 their accessibility statements and link them to your syllabus.

Resources

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