

IDEAS: Distance Education Advisory Board

Guidelines for Courses Taught Online

(Adapted from Quality Matters Rubric Standards 2011-2013 Edition)

December 2012

Course Overview and Introduction

1.1 Instructions make clear how to get started and where to find various course components.

1.7 The self-introduction by the instructor is appropriate and available online.

Learning Objectives

2.1 The course learning objectives describe outcomes that are measurable.

2.3 All learning objectives are stated clearly.

Assessment and Measurement

3.2 The course grading policy is stated clearly.

3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation and are tied to the course grading policy.

3.5 Students have multiple opportunities to measure their own learning progress.

Instructional Materials

4.1 The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.

4.6 The distinction between required and optional materials is clearly explained.

Learner Interaction and Engagement

5.1 The learning activities promote the achievement of the stated learning objectives.

5.2 Learning activities provide opportunities for interaction that support active learning.

Course Technology

Learner Support

Accessibility

Requirements:

1. Complete D2L Training Workshop (Basic Training)
2. Submit course title and outline to chair and IDEAS normally one full semester before course begins
3. Submit online course for review to chair normally one month before course begins.

For additional information contact:

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