QM CHEAT SHEET

1 COURSE OVERVIEW

☐ Create a section on your syllabus and/or a "Start Here" module that states how the course is organized, your communication policies, and lists any required technologies.

☑ **TIP:** Create a video or screencast overview of your course structure; place it in your first module and in your first announcement.

2 LEARNING OBJECTIVES

☐ Make sure your course and module learning objectives are clearly stated, appropriate to the course, and are measurable.

☐ All course activities should directly relate to the learning objectives.

☑ **TIP:** use Bloom's Taxonomy of Action Verbs when writing learning objectives.

3 ASSESSMENT & MEASUREMENT

☐ List your course grading policy on your syllabus and describe in detail the criteria that will be used to evaluate student work.

☐ All course assessments should measure how well students meet the stated learning objectives.

☑ **TIP:** Consider using a rubric to layout criteria and performance levels.

4 INSTRUCTIONAL MATERIALS

☐ Explanation is provided for how learning materials aid in mastery of learning objectives.

☐ All learning materials must include appropriate references, sources, and/or permissions (follow copyright law)

☑ **TIP:** Explore Open Educational Resources (OER) with assistance from your departmental Library Liason.

5 LEARNER ACTIVITIES, INTERACTION

☐ Learning activities align with learning objectives.

☐ Activities in the course provide amply opportunity for students to interact with each other, and expectations for these interactions are clearly defined.

☑ **TIP:** Consider tools in Canvas that promote interaction, such as discussions, collaborations, wikis, and groups.

6 COURSE TECHNOLOGY

☐ Any tech tools used in the course contribute to learner engagement and don't serve just to "dress up" the course.

☐ Be cautious about using any technology not officially supported by UNCG. Consider options inside Canvas before looking at other tools.

☑ **TIP:** Consider tools already in Canvas that can increase student engagement, such as Studio for interactive video, prerequisites and requirements for adaptive learning, and Collaborations for collaborative writing.

LEARNER SUPPORT

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☐ Include a statement on your syllabus that clearly outlines the tech support available for students and how they can access it.

☐ Provide an accessibility compliance statement on your syllabus.

☑ **TIP:** Provide students with the phone (336-256-TECH) and email (6tech@uncg.edu) of 6TECH; Incorporate this suggested accessibility statement into your course.

ACCESSIBILITY AND USABILITY

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☐ The course navigation is clear and intuitive.

☐ All course modules follow the same general structure.

☑ **TIP:** Consider adding all readings, files, and assignments directly under the relevant modules so that each module can function like a checklist for that unit.