Quality Learning and Teaching (QLT) Instrument

1. Course Overview and Introduction
   1.1 **REQUIRED** Instructor uses course environment to provide clear and detailed instructions for students to begin accessing all course components, such as syllabus, course calendar, assignments, and support files.
   1.2 **REQUIRED** Detailed instructor information is available to students and includes multiple formats for being contacted by students, availability information, brief biographical information, and a picture of the instructor.
   1.3 **REQUIRED** Course description includes the purpose and format of the course, as well as prerequisite knowledge and competencies, if applicable.
   1.4 Course etiquette expectations for various forms of course communication and dialog (e.g., chat, web conference, email, online discussion) are presented and clear to the student.
   1.5 **REQUIRED** Academic integrity or "code of ethics" is defined. Related institutional policies for students to adhere are clearly stated and/or links to those policies (e.g., online catalog; institution web page) is provided.
   1.6 A list of technical competencies necessary for course completion is provided; identifying and delineating the role/extent the online environment plays in the course.
   1.7 Instructor provides samples of student work and provides opportunity to students to ask questions.
   1.8 Instructor asks students to share their own learning goals.

2. Assessment of Student Learning
   2.1 **REQUIRED** All Student Learning Objectives/Outcomes (SLOs) are specific, well defined, and measureable.
   2.2 **REQUIRED** Grading policy is provided in a manner that clearly defines expectations for the course and respective assignments.
   2.3 **REQUIRED** The learning activities (including the assignments and ungraded activities) promote the achievement of the SLOs.
   2.4 **REQUIRED** The assessment instruments (e.g., rubrics) are detailed and appropriate to the student work and respective outcomes being assessed. This includes assessing modes of online participation and contributions.
   2.5 **REQUIRED** Throughout the semester, instructor provides multiple opportunities to give feedback on students learning and to help students “self-check” their learning.
   2.6 Throughout the semester, instructor provides multiple opportunities to solicit feedback from their students about their learning and on the course for the improvement of the course.

3. Instructional Materials and Resources
   3.1 **REQUIRED** Instructor provides students with adequate time and notice to acquire course materials.
   3.2 Syllabus lists whether textbooks and materials are required or recommended.
   3.3 Instructor articulates the purpose of all materials as to how they are related to the course and module learning objectives.
   3.4 When possible, instructor provides options in terms of how students acquire course materials, including Open Educational Resources.
   3.5 **REQUIRED** There are a variety of instructional material types and perspectives, while not overly relying on one content type such as text.
   3.6 Modeling academic integrity, instructor appropriately cites all resources and materials used throughout the course.

4. Students Interaction and Community
   4.1 **REQUIRED** At the beginning of the course, instructor provides an opportunity to have students self-introduce to develop the sense of community.
   4.2 Instructor provides the information about being a successful learner/student.
   4.3 **REQUIRED** Navigation throughout the online components of the course is logical, consistent, and efficient.
   4.4 **REQUIRED** Learning activities facilitate and support active learning that encourages frequent and ongoing peer-to-peer engagement.
   4.5 The modes and requirements for student interaction are clearly communicated.
   4.6 Instructor clearly explains his or her role regarding participation in the course. Instructor participates in, facilitates, and manages student participation, yet lets students take reasonable ownership.
   4.7 **REQUIRED** The course learning activities help students understand fundamental concepts, and build skills useful outside of the course.

5. Facilitation and Instruction (Course Delivery)
   5.1 The instructor was helpful in identifying areas of agreement and disagreement on course topics.
   5.2 Instructor helps students understand importance of course topics and content, and how they are supported by the course activities and any related practical experiences.
   5.3 The instructor presents the course material and concepts in an effective and engaging manner.

Created by California State University, Quality Assurance program (qa.csuprojects.org) and adapted by SF State University, Academic Technology
5.4 Instructor encourages students to explore new concepts through the course experience.
5.5 The instructor helped to focus discussion on relevant issues.
5.6 **REQUIRED** The instructor provides feedback in a timely fashion.
5.7 Instructor provides communications about important goals and course topics as opportunities arise.
5.8 **REQUIRED** Instructor provides reminders of due dates and duration of respective modules, as well as other instructions to keep students on task.

6. **Technology for Teaching and Learning**
6.1 The tools and media support the course learning objectives/outcomes.
6.2 **REQUIRED** Instructor takes advantage of the current tools provided by the Learning Management System (or similar) to enhance learning.
6.3 Technological tools and resources used in the course enable student engagement and active learning.
6.4 **REQUIRED** Instructor provides clear information regarding access to the technology and related resources required in the course.
6.5 Acceptable technological formats for assignment completion and submissions have been articulated.

7. **Learner Support and Resources**
7.1 Instructor states her or his role in the support process.
7.2 **REQUIRED** The course syllabus (or related) lists and/or links to a clear explanation of the technical support provided by the campus and suggestions as to when and how students should access it.
7.3 **REQUIRED** Course syllabus (or related) provides an introduction to campus academic (non-technical) support services and resources available to support students in achieving their educational goals such as Disability Support Services, Writing Center, and/or Tutoring Center.
7.4 Course syllabus (or related) provides information regarding how the institution’s student support (non-academic, non-technical) services and resources (e.g., advising, mentoring) can help students succeed and how they can access these services.

8. **Accessibility and Universal Design**
8.1 **REQUIRED** Syllabus (or similar) links to the campus accessibility policy, whether or not it is required or recommended by the institution.
8.2 Instructor supports a wide range of learning styles and abilities for all students, rather than making reactive accommodations for those with registered disabilities.
8.3 **REQUIRED** A clear explanation of the disability support services (DSS) is provided and clear links to DSS resources are provided.
8.4 Students can clearly ascertain the role of the instructor in providing support for those officially registered with the campus disability support services office.
8.5 **REQUIRED** Course documents and text materials created by the instructor or from external sources are in formats that are accessible to students with disabilities.
8.6 The instructor and course use officially supported campus technologies, which are already fully accessible and assistive technology ready. Any third-party tools used are accessible and assistive technology ready when feasible.

9. **Course Summary and Wrap-up**
9.1 Instructor provides students opportunities to ask questions as a form of closure and to foster insight into accomplishments.
9.2 Instructor provides students with feedback about their overall learning and progress and their experiences of the term.
9.3 Instructor provides opportunities for students to reflect on their learning and connect their individual learning goals with the expectations (stated learning objectives and outcomes) of the instructor.

10. **Mobile Readiness**
10.1 **OPTIONAL** General course content on main page does not include pop-up screens, moving text, large images, or long headings/labels.
10.2 **OPTIONAL** Audio and video content can be displayed easily on multiple platforms such as PCs, tablets, and mobile devices.
10.3 **OPTIONAL** Course should take into consideration and reduce number of steps user must take to reach primary content.
10.4 **OPTIONAL** Instructor limits amount of course content that does not contribute directly to student learning outcomes.