Quality Course Elements

This list is based on the Quality Learning & Teaching (QLT) evaluation instrument. If your course addresses all of these items, it may be ready for QLT Certification.

Essential information to include in all courses
- Instructor details and contact information
- Description of the course and format
- Student learning objectives/outcomes (SLOs)
- Grading policy
- Academic integrity statement*
- Technical support services and links*
- Academic (non-technical) support services and links*
- Campus accessibility policy and links to DPRC*

General practices for quality courses
- Use Labels consistently to organize the course
- Refer to your SLOs when determining activities
- Use a welcome page, video, etc. to orient students to the course and to iLearn
- Include a self-introduction activity at the beginning of the course
- Give students adequate time and notice to acquire course materials
- Incorporate reflection activities throughout the course
- Establish and stick to your routines for providing timely feedback
- Include a reflective wrap-up activity at the end of the course

Advanced strategies for outstanding courses
- Use detailed rubrics, grading guides, etc. and make them available to students
- Use a variety of content types, such as video, podcasts, infographics, etc.
- Use discussion forums, group work, peer feedback, etc. to support peer-to-peer engagement
- Include guidelines for online netiquette for students participating in online discussions*
- Connect course content to skills and concepts useful outside of the course
- Use iLearn’s Quickmail or Reminders to remind students of important information and keep them on task
- Give students strategies and resources on how to succeed in your course
- Use DPRC’s accessible media quick converter to make your documents and text materials accessible
- Use Forums or Feedback to gather feedback from students on ways to improve the course

*See “Campus Services and Resources for Students” document to copy and paste into your course.