



12 Step Checklist for Meeting Quality Matters Standard 1 Getting Started

- 1.1 Instructions make clear how to get started and where to find various course components.
- 1.2 Learners are introduced to the purpose and structure of the course.
- 1.3 Etiquette expectations (sometimes called “netiquette”) for online discussions, email, and other forms of communication are clearly stated.
- 1.4 Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided.
- 1.5 Minimum technology requirements are clearly stated and instructions for use provided.
- 1.6 Prerequisite knowledge in the discipline and/or any required competencies are clearly stated.
- 1.7 Minimum technical skills expected of the learner are clearly stated.
- 1.8 The self-introduction by the instructor is appropriate and is available online.
- 1.9 Learners are asked to introduce themselves to the class.

<input type="checkbox"/> Step One	Send welcome Email. (1.1)
<input type="checkbox"/> Step Two	Explain to students what to do first-steps to getting started. (1.1)
<input type="checkbox"/> Step Three	Provide access to the syllabus. (1.2)
<input type="checkbox"/> Step Four	Post the pacing guide. (1.2)
<input type="checkbox"/> Step Five	Discuss netiquette expectations. (1.3)
<input type="checkbox"/> Step Six	Direct students to institution’s resources and policies. (1.4)
<input type="checkbox"/> Step Seven	Explain prerequisites including technology skills. (1.6, 1.7)
<input type="checkbox"/> Step Eight	State required technology (1.5)
<input type="checkbox"/> Step Nine	Write your instructor introduction. (1.8)
<input type="checkbox"/> Step Ten	Facilitate student to student introduction. (1.9)
<input type="checkbox"/> Step Eleven	Establish Social Cafe or Tech Help Section (1.1)
<input type="checkbox"/> Step Twelve	Explain to students what to do next. (1.1)

