

UF + Quality Matters Rubric

1	COURSE OVERVIEW INTRODUCTION	QM	UF
QM 1.1	Instructions make clear how to get started and where to find various course components.	3	
QM 1.2	Learners are introduced to the purpose and structure of the course.	3	
QM 1.3	Etiquette expectations (sometimes called “netiquette”) for online discussions, email, and other forms of communication are clearly stated.	2	
QM 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.	2	
QM 1.5	Minimum technology requirements are clearly stated and instructions for use provided.	2	
QM 1.6	Prerequisite knowledge in the discipline and/or any required competencies are clearly stated.	1	
QM 1.7	Minimum technical skills expected of the learner are clearly stated.	1	
QM 1.8	The self-introduction by the instructor is appropriate and is available online.	1	
QM 1.9	Learners are asked to introduce themselves to the class.	1	
UF 1.10	A prominent introductory activity confirms student understanding of the syllabus, course requirements and required tools and technologies where appropriate.		1
UF 1.12	Course materials provide written definitions of activities that constitute plagiarism and/or academic misconduct and consequences of committing such behavior.		2

2	LEARNING OBJECTIVES (COMPETENCIES)	QM	UF
QM 2.1	The course learning objectives, or course/program competencies, describe outcomes that are measurable.	3	
QM 2.2	The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.	3	
QM 2.3	All learning objectives or competencies are stated clearly and written from the learner’s perspective.	3	
QM 2.4	The relationship between learning objectives or competencies and course activities is clearly stated.	3	
QM 2.5	The learning objectives or competencies are suited to the level of the course.	3	

3	ASSESSMENT AND MEASUREMENT	QM	UF
QM 3.1	The assessments measure the stated learning objectives or competencies.	3	
QM 3.2	The course grading policy is stated clearly.	3	
QM 3.3	Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy.	3	
QM 3.4	The assessment instruments selected are sequenced, varied, and suited to the learner work being assessed.	2	
QM 3.5	The course provides learners with multiple opportunities to track their learning progress.	2	

4	INSTRUCTIONAL MATERIALS	QM	UF
QM 4.1	The instructional materials contribute to the achievement of the stated course and module/unit learning objectives or competencies.	3	
QM 4.2	Both the purpose of instructional materials and how the materials are to be used for learning activities are clearly explained.	3	
QM 4.3	All instructional materials used in the course are appropriately cited.	2	
QM 4.4	The instructional materials are current.	2	
QM 4.5	A variety of instructional materials is used in the course.	2	
QM 4.6	The distinction between required and optional materials is clearly explained.	1	
UF 4.7	Presentations are divided into segments with a target length of 4 - 10 minutes.		1
UF 4.8	Instructor provides optional supplemental/remedial resources for those students who may need them (e.g. as follow-up to assignment submissions.)		2

5	COURSE ACTIVITIES AND LEARNER INTERACTION	QM	UF
QM 5.1	The learning activities promote the achievement of the stated learning objectives or competencies.	3	
QM 5.2	Learning activities provide opportunities for interaction that support active learning.	3	
QM 5.3	The instructor's plan for classroom response time and feedback on assignments is clearly stated.	3	
QM 5.4	The requirements for learner interaction are clearly stated.	2	

UF 5.5	Students are given the opportunity to relate personal experiences and apply their background knowledge/skills to the coursework.		1
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6	COURSE TECHNOLOGY	QM	UF
QM 6.1	The tools used in the course support the learning objectives and competencies.	3	
QM 6.2	Course tools promote learner engagement and active learning.	3	
QM 6.3	Technologies required in the course are readily obtainable.	2	
QM 6.4	The course technologies are current.	1	
QM 6.5	Links are provided to privacy policies for all external tools required in the course.	1	
UF 6.6	Any single assessment that comprises 15% or more of the total grade uses appropriate security measures such as plagiarism detection and/or proctoring services.		3

7	LEARNER SUPPORT	QM	UF
QM 7.1	The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.	3	
QM 7.2	Course instructions articulate or link to the institution's accessibility policies and services.	3	
QM 7.3	Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	2	
QM 7.4	Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	1	
UF 7.5	Students are encouraged to be self-directed and take responsibility for their learning.		1
UF 7.6	Provisions are in place to allow for potential failures of technology, and are clearly expressed to students.		2

8	ACCESSIBILITY AND USABILITY	QM	UF
QM 8.1	Course navigation facilitates ease of use.	3	
QM 8.2	Information is provided about the accessibility of all technologies required in the course.	3	
QM 8.3	The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	2	
QM 8.4	The course design facilitates readability.	2	
QM 8.5	Course multimedia facilitate ease of use.	2	
UF 8.6	When synchronous sessions are included, reasonable accommodations are made for students who cannot participate.		2
UF 8.7	Course meets accessibility standards including but not limited to use of headings and subheadings, alternative image text, and color contrast.		3

9	INSTRUCTOR TEAM PRESENCE	QM	UF
UF 9.1	The instructor team is visibly present throughout the course via frequent text, audio and/or visual communications.		3
UF 9.2	Instructor proactively addresses problems as they emerge and is responsive to student concerns.		3
UF 9.3	Instructor consistently demonstrates enthusiasm for the course subject matter.		2
UF 9.4	Instructor uses a positive, supportive tone in all communications.		3

10	COMMUNITY AND RELATIONSHIPS	QM	UF
UF 10.1	Course includes regular and substantive interaction between the instructor team and students.		3
UF 10.2	Instructor provides space and encouragement for students to develop an online learning community.		2
UF 10.3	Instructor creates an inclusive, supportive, and engaging climate, through a variety of methods.		3
UF 10.4	Course activities are scheduled and available with sufficient time to allow students to manage their workload.		2

11	FEEDBACK	QM	UF
UF 11.1	Feedback is provided in sufficient time for students to progress.		3
UF 11.2	Instructor team provides constructive and balanced feedback that acknowledges strengths as well as areas for improvement.		3
UF 11.3	Instructor requests student feedback on the course (assignments, materials and/or presentations).		3
UF 11.4	Instructor demonstrates ongoing changes and improvements based on constructive student feedback provided in current or previous term.		2

12	ADDITIONAL EXAMPLES OF QUALITY	QM	UF
	Total Points Available	99	50