

# TLX Course Quality Checklist

This checklist supports faculty in conducting a developmental self review aligned with Quality Matters principles.



<p><b>1</b></p> <p><b>COURSE OVERVIEW</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Essential Section (Start Here) explains how to begin and where to find everything.</li> <li><input type="checkbox"/> Communication guidelines are clear.</li> <li><input type="checkbox"/> Course Outline PDF and links to institutional policies are included.</li> <li><input type="checkbox"/> Technology requirements and digital skills are stated.</li> <li><input type="checkbox"/> Instructor introduction is present.</li> <li><input type="checkbox"/> Institutional generative AI policy or guidance is included.</li> <li><input type="checkbox"/> Course specific expectations for the use of generative AI tools are clearly stated.</li> </ul>
<p><b>2</b></p> <p><b>LEARNING OUTCOMES</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Course Level Learning Outcomes (CLOs) are measurable.</li> <li><input type="checkbox"/> Module Learning Outcomes (MLOs) are measurable and consistent .</li> <li><input type="checkbox"/> Module Overview with MLOs are visible and learner centered.</li> <li><input type="checkbox"/> Activities, materials, and assessments align with learning outcomes.</li> </ul>
<p><b>3</b></p> <p><b>ASSESSMENT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assessments measure the learning outcomes.</li> <li><input type="checkbox"/> Grading policy is clear and located at the start of course.</li> <li><input type="checkbox"/> Rubrics or scoring criteria are provided.</li> <li><input type="checkbox"/> Multiple types of assessment used and placed appropriately.</li> <li><input type="checkbox"/> Assessments give students opportunities to track progress.</li> <li><input type="checkbox"/> Academic integrity expectations are included.</li> <li><input type="checkbox"/> Assessment instructions clearly state expectations for appropriate use of generative AI tools, where relevant.</li> </ul>
<p><b>4</b></p> <p><b>INSTRUCTIONAL MATERIALS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Materials support the learning outcomes.</li> <li><input type="checkbox"/> Connection to activities and assessments is clear.</li> <li><input type="checkbox"/> Materials show good citation and academic integrity.</li> <li><input type="checkbox"/> Materials are up to date.</li> <li><input type="checkbox"/> Materials provide variety.</li> </ul>

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<p><b>5</b> <b>LEARNING ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activities support learning outcomes.</li> <li><input type="checkbox"/> Activities support active learning.</li> <li><input type="checkbox"/> Instructor explains how they will interact with students.</li> <li><input type="checkbox"/> Student interaction expectations are clear.</li> </ul>
<p><b>6</b> <b>TECHNOLOGY</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Technology supports learning outcomes.</li> <li><input type="checkbox"/> Technology promotes engagement.</li> <li><input type="checkbox"/> Appropriate variety of tools used.</li> <li><input type="checkbox"/> Students receive information about privacy and data protection.</li> </ul>
<p><b>7</b> <b>LEARNING SUPPORT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Technical support info is included. e.g. helpdesk@georgebrown.ca</li> <li><input type="checkbox"/> Accessibility and accommodation services are linked.</li> <li><input type="checkbox"/> Academic support services are linked.</li> <li><input type="checkbox"/> Student support services are linked.</li> </ul>
<p><b>8</b> <b>ACCESSIBILITY</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Using the standard BrightSpace template with all the correct heading style. (H1, H2)</li> <li><input type="checkbox"/> Accessible PPTx, Word and PDF files pass the accessibility checker in the system.</li> <li><input type="checkbox"/> Images include accessible requirements (alt text).</li> <li><input type="checkbox"/> Videos and audio include both captions or click to reveal transcripts option.</li> <li><input type="checkbox"/> Multimedia interactive is easy to use and accessible. (e.g. H5P, Genially)</li> <li><input type="checkbox"/> Vendor accessibility statements are provided.</li> </ul>