

## QUALITY GUIDELINES

**Welcome message or announcement**

*Instructor provides message or announcement at the beginning of the course to welcome the student and provide any next steps needed.*

**Getting started page**

*What will the student see when they login to the course? Canvas provides multiple ways to introduce the student by using pages, syllabus, modules, or assignments.*

**Instructor introduction**

*Student has an opportunity to get to know the instructor. The instructor can provide background information along with preferred ways to be contacted for any additional questions.*

**Course overview and navigation**

*By using modules or pages the student can easily navigate through course materials. A logical, consistent, and uncluttered layout should be established.*

**Syllabus**

*Student can find the course syllabus which can be printed and available outside Canvas. All the required components of the syllabus should be available from this document.*

**Gradebook**

*Student has easy access to a well-designed and up-to-date gradebook.*

**Course calendar**

*Student should know what tasks are due and when to be successful in the course.*