FSU ONLINE QUALITY INITIATIVE
STEPS TO CERTIFICATION

FSU uses the nationally recognized **Quality Matters (QM) rubric** to assess the quality of its online courses. To receive a passing score and an FSU-certified quality online course designation, your course will need to meet all of the rubric's "essential" standards, plus an additional standard involving multimedia accessibility.***** This will involve creating measurable course- and module-level learning objectives and aligning them with learning activities, attending to principles of universal design, developing accessible course materials, and including course elements that engage students and promote a quality learning experience.

CERTIFICATION STEPS
Please review each of the steps below so you know what to expect throughout the course certification process:

1 **Apply |** The Office of Distance Learning (ODL) offers several certification cycles per year. You can apply to have a course quality certified by completing the online application at **odl.fsu.edu/certify-my-course**. Once admitted, you will receive an offer letter that details the certification milestones and timeline for meeting them.

2 **Discover |** Once admitted to a certification cycle, register for and attend the required kickoff webinar. You will discover aspects of online course design that will help your course successfully meet the essential review standards. After registering for the webinar, go to the FSU Online Quality Review Course where you will learn more about the standards, resources for applying them, and instructions for evaluating (conducting a self-review of) your course. Even if you have completed QM training in the past, you will find this self-paced course to be a handy reference when conducting a self-review. You will automatically receive a course invitation email within 24-48 hours of signing and submitting your offer letter.

3 **Evaluate |** The next step in the certification process is to conduct and submit a self-review of your course, using the review document and instructions provided in the FSU Online Quality Review Course.

- **Log into your new development site.** You'll receive an invitation to a new Canvas development site that contains a copy of your course. It is important that any edits to your course are made in this site and not in an active or closed course. The development site is also where ODL will conduct the review.

- **Evaluate your course.** Review your course using the FSU Online Quality Self-Review worksheet introduced in the FSU Online Quality Review Course. As you work through the document, revise your course to bring it to FSU quality standards.

- **Submit your self-review.** Follow instructions in the FSU Online Quality Review Course to submit your self-review. An ODL reviewer will then conduct a QM review of your course. Please allow approximately three weeks for ODL to review your course.

4 **Revise |** Once the ODL course review is complete, we will send you a course quality report that includes feedback from your ODL reviewer. If additional revisions are needed to pass the quality review, ODL instructional development faculty and staff will work with you to ensure standards are met. If you have any questions about the QM rubric, its application in your course, or your course quality report, email **odl-quality@fsu.edu**. We are happy to consult with you.

5 **Certify |** Once you have successfully met the standards (within the timeline established in the offer letter), we will certify your course. You will receive a certification packet that includes your course certification letter, course quality report, and a certificate of training completion. We will also notify your dean and the Provost of your accomplishment.

*Courses being reviewed for high-quality certification will also need to receive 85% or higher of the available points in the Quality Matters rubric.

CERTIFICATION MILESTONES & TIMELINE

We are committed to your success and have allocated staff and resources to support all participants in this certification cycle. Once you are admitted to a certification cycle, you will receive an offer letter detailing the certification milestones and timeline for meeting them. To ensure that we can provide the same level of support for subsequent certification cycles, we cannot provide extensions.

CERTIFIED COURSE OFFERINGS, CHANGES & RENEWALS

All online courses are certified on a five-year cycle.
Please be aware of the following considerations when offering a quality-certified course:

• **Course Offering |** Once a course is designated as a quality course, any offering of the course must use the reviewed, certified course to retain that designation.

• **Substantive Changes |** Any substantive (more than 15% of the course content/design) change to the course once it has been certified must be communicated to ODL by emailing **odl-quality@fsu.edu**. A substantive change will necessitate a new review and certification.

• **Certification Renewal |** The renewal date is calculated by adding five years to the semester or term the certified course is first offered. For example, if the certified course is first offered Spring 2022, the last term it can be offered without renewing certification is Spring 2027.

• **Accessibility |** Please be aware that meeting the required standards for certification does not guarantee or imply that any specific federal or state accessibility regulations are met. Instructors are still responsible for ensuring that all course content meets accessibility standards and for providing reasonable accommodations to any student who has registered with the FSU Office of Accessibility Services and has presented a letter of accommodation. If you have questions about course accessibility standards, please contact Dr. John L. Crow by emailing **jlcrow@fsu.edu**.

FSU ONLINE QUALITY INITIATIVE
TAKING DISTANCE FURTHER

Questions? Email **odl-quality@fsu.edu.**