

OCTC eLearning Course Evaluation Checklist

Faculty Member _____
 Semester _____
 Class Observed _____
 Division _____
 Approved _____ Date _____
 V.P of Academic Affairs

Comments

Use only SHADED areas to review hybrid courses

I) Online Course Organization and Design		
A) Communication		
1) Listing of teacher contact information: e-mail, phone, postal mail. *	YES	NO
2) A "GETTING STARTED" menu option is available listing where things are located. (explanation below). Basic Blackboard instructions are included.	YES	NO
3) Links to Technical Support, tutorials, student services, and Help Desk *	YES	NO
B) Learning outcomes are measurable and related to course objectives*	YES	NO
C) Required course materials are easy to find: testing, text information, assignments, syllabus, ADA statement. Links to Library Services included * Effective use of KCTCS template and additional menu buttons.	YES	NO
II) Instructional Design, Delivery, and Strategies		
A) Various means of in-class interaction are listed that are both private and public. Teacher explains number of class visits per week, both online and in-class, and time span for answering questions and grading.*	YES	NO

<p>B) Student communication responsibilities are clear in regard to standards for e-mail, discussions, chat, live classrooms, general classroom conduct. Link to Code of Student Conduct.*</p>	<p>YES</p>	<p>NO</p>
<p>III) Teaching with Technology / Technology Integration</p>		
<p>A) Enriched and interactive multimedia tools which are easy to use and understand and support course objectives. Use of online technology that promotes student involvement and active learning. Presentations and content are ADA compliant. A minimum of 3 of the areas below are required for online classes. A minimum of 2 areas below are required for hybrid classes.</p>	<p>YES</p>	<p>NO</p>
<p>1) Animations, videos</p>		
<p>2) Simulations, book companion websites, online labs</p>		
<p>3) Social Networking Audio/Video: Podcast, Pronto, Instant messaging, Facebook, Twitter</p>		
<p>4) Interactive activities: Gaming, Virtual Reality</p>		
<p>5) Learning objects: Merlot, Learning Depot.. .etc.</p>		
<p>6) Web conferencing: Wimba Live Classroom, Live Meeting, Blackboard Collaborate</p>		
<p>7) Collaborative approaches (e.g. blogs, wikis, discussion boards, GoogleDocs)</p>		
<p>8) Other forms of engagement/interaction technology or activities.</p>		
<p>B) Web resources to provide the student with research and multimedia experiences to enrich the online learning experience: Websites, blogs, library tools, historical documents, web searches, online journals, virtual environments, Google More..etc. These elements are incorporated into the course content to engage the learner and to meet the course objectives – not merely a list of resources.</p>	<p>YES</p>	<p>NO</p>
<p>IV) Assessment and Evaluation</p>		
<p>A) Use of Student Assessment Tools that measure outcomes: objective/subjective (examples below)</p>	<p>YES</p>	<p>NO</p>

B) Use of clear and understandable grading/testing policy. *	YES	NO
V) Feedback and Results		
A) System for review with students, early alert of students in trouble, and student self-assessments. Engage Early Warning and study results of use.	YES	NO

Comments

Observer _____

Information about rubric:

* Items that may be included in syllabus

Section 1, Letter A, Number 2

The Getting Started area will be used by students to navigate through the course. Please begin by reading your syllabus, posting a discussion biography, etc. The Use of Technology should be made clear to students

Section II, Letter A

The phrase 'various means of in-class interaction' refers to participation in an online class. Does the Instructor want the student to 'check-in' one time per week, two times per week or a specific number per term?

Section III, Letter A

These areas are not meant to be definitive. Other appropriate tools exist and are being created.

Section IV, Letter A

Some examples of the student assessment tools might be exams with multiple choice, T/F, essay questions, assignments, etc.

Section IV, Letter B

Evaluations are completed by the college per SACS requirements. **An Evaluation button will be included in the course with the evaluation information to be included as available from the AA office. All courses will be required to have the button under this proposal.**