

Evaluation Form for Instructor Certification

	Level of Importance	Rating: 1-5 (5 = excellent)
<b>Category 1: Learner Support &amp; Resources</b>		
The instructor demonstrates the inclusion of the following in the online class:		
Contact Information - multiple ways to contact the instructor	Required	
Textbook Information - including how to purchase it	Required	
Course Specific Resources	Required	
Glossary	Ideal	
Course Specific Software Instructions when using special software	Required	
Syllabus	Required	
Learning Objectives / Student Learning Outcomes for the course (overall)	Ideal	
Pre-requisites and special requirements are listed if the class has them.	Required	
On-site and Off-site requirements for meetings, field trips, etc.	Required	
<b>Category 2: Organization and Design</b>		
The instructor demonstrates the following in his/her unit / weekly format:		
Unit / week subject information.	Required	
Learning Objectives for the Unit	Ideal	
All assignments have specific end/due dates.	Required	
Course is organized and navigable. Students can understand the key components and structures for the course.	Required	
Most web pages are visually and functionally consistent.	Required	
Accessibility issues are addressed.	Required	
<b>Category 3: Instructional Design &amp; Delivery</b>		
The instructor demonstrates consistency in each of the following areas within a minimum development of 4 units.		
Course offers some opportunities for interaction and communication: student - to - student.	Required	
Course offers some opportunities for interaction and communication: student - to - teacher.	Required	
Course offers some opportunities for interaction and communication: student - to - content.	Required	
Course provides some visual, textual, kinesthetic and/or auditory activities to enhance student learning.	Required	
Course provides some activities to help students develop Required thinking and/or problem-solving skills.	Required	
Directions for all activities including assignments, chats, quizzes, etc. include the following:		

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Due Date	Required	
Points to be awarded for the assignment and for each part of the assignment.	Required	
Grading criteria	Required	
How to submit	Required	
File format if uploading files	Required	
Expected length of work to be completed.	Required	
Model of expected content and/or format is provided.	Ideal	
Model feedback that is provided includes more than a mere reward of points or letter grade. It includes areas where students did not meet expectations and how to improve.	Required	
<b>Category 4: Assessment &amp; Evaluation of Student Learning</b>		
The instructor demonstrates consistency in each of the following areas within a minimum development of 4 units.	Required	
Course has some activities to assess student readiness for course content and mode of delivery within the first unit.	Required	
Learning objectives, instructional and assessment activities are somewhat aligned.	Required	
Assessment strategies are used to measure content knowledge, attitudes, and skills.	Required	
Ongoing multiple assessment strategies are used to measure content knowledge, attitudes and skills.	Ideal	
Opportunities for students to receive feedback about their own performance are provided.	Required	
Students' self-assessments and/or peer feedback opportunities exist.	Required	
<b>Category 5: Innovative Teaching with Technology</b>		
Appropriate use of technology is demonstrated to enhance communication and learning.	Required	
Discussion boards:		
a. Student to student interaction in a discussion board.		
b. Student to teacher interaction in a discussion board.		
c. Teacher to student interaction in a discussion board.		
Synchronous Chat		
Use of email		
Listserve		
Teleconferencing is used		
Instant messaging is used		
Appropriate use of technology is demonstrated to enhance learning	Ideal	
Flash Animation		
Tutorials with screen capture and voice over		
Audio clips with written transcription		

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Graphics		
Videoclips with closed caption		
PowerPoint		
CD-ROM / DVD supporting materials		
Other Learning Objects, simulations or interactivities		
Students are offered low band-width alternatives for multimedia files.	Required	
Technology is used to engage students in learning not just for viewing but for interacting with other students or with course content.	Required	
<b>Category 6: Faculty Use of Student Feedback</b>		
The instructor demonstrates the inclusion of the following in the online class:		
Instructor offers some opportunities for students to give feedback on course content.	Required	
Instructor offers some opportunities for students to give feedback on ease of online technology in course.	Required	
Instructor requests and uses student feedback a couple times during the semester to help plan instruction and assessment of student learning for the rest of the semester.	Ideal	