



ONLINE COURSE EVALUATION RUBRIC

CAS Online and Academic Technology Services will complete a general review of online and blended courses based on the criteria below. It is ultimately the instructor's responsibility that all course materials adhere to each of the standards listed.

COURSE _____

INSTRUCTOR _____

REVIEWER _____

DATE _____

COMPLETE & PUBLISHED

- The course is complete (not under construction). All necessary items are "Published" including [Publishing the course](#).

COURSE INTRODUCTION AND INFORMATION

<input type="checkbox"/>	INSTRUCTOR INTRO VIDEO	Instructor introduces themselves and the purpose and structure of the course.		
<input type="checkbox"/>	INTRODUCTORY DISCUSSION	An introductory discussion provides an opportunity for students to introduce themselves.		
<input type="checkbox"/>	START HERE	A Start Here module is included at the top of the Module page. Includes: <ul style="list-style-type: none"> <input type="checkbox"/> How to be successful in an online course <input type="checkbox"/> Online Etiquette <input type="checkbox"/> Technical skills/equipment needed <input type="checkbox"/> Where to locate technical support <input type="checkbox"/> Link to Student Orientation <input type="checkbox"/> What to do first day/week 		
<input type="checkbox"/>	SYLLABUS	The syllabus is easily located. In addition to the Provost recommendations it includes the following: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> instructor contact information <input type="checkbox"/> instructor response time for communication <input type="checkbox"/> online office hours <input type="checkbox"/> required materials <input type="checkbox"/> learning outcomes <input type="checkbox"/> course format and pacing (online, blended, one module/week etc.) <input type="checkbox"/> Participation expectations </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> disability resources <input type="checkbox"/> academic integrity <input type="checkbox"/> OU resources (library, tutoring, writing center, etc.) <input type="checkbox"/> overview of course assignments (include where students will receive feedback) <input type="checkbox"/> course grading policy is stated clearly (include late work and turnaround time) </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> instructor contact information <input type="checkbox"/> instructor response time for communication <input type="checkbox"/> online office hours <input type="checkbox"/> required materials <input type="checkbox"/> learning outcomes <input type="checkbox"/> course format and pacing (online, blended, one module/week etc.) <input type="checkbox"/> Participation expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> disability resources <input type="checkbox"/> academic integrity <input type="checkbox"/> OU resources (library, tutoring, writing center, etc.) <input type="checkbox"/> overview of course assignments (include where students will receive feedback) <input type="checkbox"/> course grading policy is stated clearly (include late work and turnaround time)
<ul style="list-style-type: none"> <input type="checkbox"/> instructor contact information <input type="checkbox"/> instructor response time for communication <input type="checkbox"/> online office hours <input type="checkbox"/> required materials <input type="checkbox"/> learning outcomes <input type="checkbox"/> course format and pacing (online, blended, one module/week etc.) <input type="checkbox"/> Participation expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> disability resources <input type="checkbox"/> academic integrity <input type="checkbox"/> OU resources (library, tutoring, writing center, etc.) <input type="checkbox"/> overview of course assignments (include where students will receive feedback) <input type="checkbox"/> course grading policy is stated clearly (include late work and turnaround time) 			
<input type="checkbox"/>	SCHEDULE	The course schedule is organized by weeks, unless otherwise indicated. The structure is consistent with the modules page and includes readings, learning activities, teaching activities, and assignments with due dates.		
<input type="checkbox"/>	HOME PAGE	The home page utilizes a course banner representative of the course subject matter and provides a brief course description or introduction; clear instructions for students (e.g., where to begin); and navigation to current content.		

FEEDBACK

Course designer will set up layout of the home page (including a banner image).

