Evaluation of Online Course

*(based on Principles of Online Design, [http://www.fgcu.edu/onlinedesign](http://www.fgcu.edu/onlinedesign))*

Faculty Name:_________________________
Course:__________________________________   Semester:____________
Reviewer:_______________________________ Date:________________

### I. Instructional Design Elements:

<table>
<thead>
<tr>
<th>Indicators below.</th>
<th>(Enter results in last column)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Y/N NA – Not applicable UO – Unable to Observe</td>
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</tbody>
</table>

**A. Audience Analysis**
- Prerequisites, if any, are clearly stated
- Any skills needed are addressed. Students are asked about current proficiencies, especially in regards to computer skill level.
- Current knowledge level of students is assessed as appropriate for course

**B. Course Goals/Objectives**
- Course goals are clear and appropriate
- Objectives are clear, behavioral and measurable and are appropriate to course goals

**C. Instructional activities**
- Utilizes active learning strategies that engage the student and appeal to differing learning styles
- Learning activities are linked to course objectives
- Content is organized by modules, units, lessons, or other meaningful architecture
- Course strives to create a “Community of Learners” through interaction
- All content adheres to current copyright law

**D. Student and Course evaluation**
- Formative evaluation is provided to students through ongoing feedback (emails, Gradebook, announcements, discussion board postings)
- Summative evaluation is clearly described
- Evaluations are linked to objectives
- Rubrics are used for assignments

**E. Teaching Strategies**
- Instructor assumes a facilitative role
- Instructions for assignments are clear
- Syllabus is online and complete, including course expectations, goals & objectives, grading criteria, course policies
Evaluation of Online Course

<table>
<thead>
<tr>
<th><strong>Support for student questions is provided</strong> (Examples: instructor contact information, FAQ’s, Discussion board for questions)</th>
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Reviewer Comments/Suggestions:
### Evaluation of Online Course

**II. Interaction and Feedback**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</table>
| **A. Interaction among Learners** | Discussion Boards and/or chat available  
  Group activities  
  Email  
  Orientation to technology is provided |
| **B. Interaction between Learners and Instructor** | Instructor conveys policy on answering emails (i.e. how soon students can expect response, etc)  
  Instructor communicates how will give feedback, including frequency of feedback on discussion forums, assignments, etc  
  Instructor publishes office hours (virtual or “physical”) and contact information  
  Feedback is evident through announcements, emails, discussion postings, or other means  
  Instructor allows own personality to emerge through postings, notes, and other means  
  Instructor “personalizes” course for students (emails, using name, friendly tone) |
| **C. Interaction between Learners and Instructional Materials** | Students receive orientation to practice posting in Discussion forum, submitting to dropbox, taking online exam, and using any other type of technology that will be utilized during the course  
  Resources for completing course activities are provided  
  Guidelines for posting to discussion board and/or participating in Chat are provided |
| **D. Collaboration** | Students are provided the opportunity to collaborate with other students through group work or other means |
| **E. Pace and Procrastination** | All due dates are published with timely reminders  
  Progress through the course is documented |

**Reviewer Comments:**
## III. Course Management

<table>
<thead>
<tr>
<th>A. Time Requirements</th>
<th>Course is developed before first class meeting. If this was not possible, should be several weeks ahead of class schedule.</th>
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</thead>
<tbody>
<tr>
<td>B. Progression through course</td>
<td>Units of instruction are organized in a logical, consistent sequence</td>
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<tr>
<td></td>
<td>Online Gradebook is used</td>
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<td></td>
<td>If online testing is used, has detailed instructions as to how it will be administered and the settings that will be in place.</td>
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<tr>
<td>C. Evaluating student progress</td>
<td>If online testing is used, should not comprise the greater portion of final grade. (Best: treated as “open book”)</td>
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<tr>
<td></td>
<td>Evaluation of online participation is described</td>
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<tr>
<td>D. Providing adequate feedback</td>
<td>Instructor feedback is evident, following the guidelines set by the Instructor</td>
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<tr>
<td></td>
<td>Student emails are answered in a timely manner</td>
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<tr>
<td>E. Technical Support</td>
<td>Students are provided information as to where to get technical help</td>
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**Reviewer Comments:**

**Overall Reviewer Comments:**
Peer Reviewer: I have discussed my observations with this instructor:

_____________________________  __________________
Signature                      Date

Provisional Faculty: I have reviewed this evaluation. Any comments I have regarding the observer's ratings and observations are listed below.

_____________________________
Signature

__________________________
Date