Review Date:_____Reviewer(s):_____

2015-2016 Rubric for Online Instruction (ROI)

Instructor:

Course ID:

Course Name:

Semester:

Division Chair:

Category 1 – Learner Support Resources

Minimum Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The instructor provides a biography, photograph, and an appropriate self-introduction. Instructor presents him/herself as approachable and engaged.	☐Yes ☐No ☐Needs Improvement	
Course documents are present and easily located. • Syllabus and Outline	☐Yes ☐No ☐Needs Improvement	
The following are communicated to the student within the course document(s): Course objectives, grading policy, instructor contact information, required textbooks and materials, minimum technology requirements, prerequisite skills, nature of distance education course, honesty and integrity of student work.	☐Yes ☐No ☐Needs Improvement	
Methods of course engagement/communication are present and utilized.	☐Yes ☐No ☐Needs Improvement	

Review Date:_____Reviewer(s):_____

• Email or Messages, Announcements, Discussion Boards		
Course includes a calendar of due dates for course work. • Assignments, Exams, Papers, Presentations, etc.	☐Yes ☐No ☐Needs Improvement	
Instructions are present on how and where to receive technical assistance. • Blackboard, Email, MyVC and publisher cartridge if applicable.	☐Yes ☐No ☐Needs Improvement	
Information regarding other academic resources are present. • Library, Testing, Tutoring	☐Yes ☐No ☐Needs Improvement	
Instructor "orients" the student on how to: • Navigate through successful completion of course.	☐Yes ☐No ☐Needs Improvement	
Exemplary Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
Students are encouraged to engage within the course. • Self-introductions	☐Yes ☐No ☐Needs Improvement	
Course provides initial exercise(s) to enable the student to become accustomed to the course environment. • Send an email, reply to discussion, take a sample assessment, etc.	☐Yes ☐No ☐Needs Improvement	

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Category 2 – Instructional Design and Interaction

Minimum Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The course is well-organized and easy to navigate.	☐Yes ☐No ☐Needs Improvement	
Course materials and modules are presented in a logical progression.	☐Yes ☐No ☐Needs Improvement	
Course guidelines provide information as to when and how (via announcement, email, discussion board) for: • Student feedback on assignments, grades, and participation.	☐Yes ☐No ☐Needs Improvement	
Course pages and materials are consistent in appearance and organization.	☐Yes ☐No ☐Needs Improvement	
Exemplary Criteria	**Check Compliance Level**	**Evidence/Location/Comments/Notes**
Course materials are presented/delivered in a format based on best practice (pedagogically/andragogically), sections and/or chunks. Most sections containing assignments/exercises involving recall or application.	☐Yes ☐No ☐Needs Improvement	
Course materials appeal to multiple learning styles through the use of print, visuals, and real-life applications (when appropriate).	☐Yes ☐No ☐Needs Improvement	
Graphic elements load quickly and are legible.	☐Yes ☐No ☐Needs Improvement	
Course activities and assignments promote interaction: • Student-instructor	☐Yes ☐No ☐Needs Improvement	

• Student-content • Student-student		
The instructor clearly states how often students are required to interact with one another and the instructor, the expected quality of such interactions, and how these interactions affect student grades.	☐Yes ☐No ☐Needs Improvement	
Course guidelines provide information as to the amount of time a student can expect a response from specific inquires to the instructor.	☐Yes ☐No ☐Needs Improvement	

Category 3 – Learning Materials and Content

Minimum Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The course is complete (not under construction).	☐Yes ☐No ☐Needs Improvement	
Each course module includes clear learning objectives.	☐Yes ☐No ☐Needs Improvement	
All external links are functional.	☐Yes ☐No ☐Needs Improvement	
Exemplary Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
Supplementary resources and links are available to students and are labeled as required or optional.	☐Yes ☐No ☐Needs Improvement	

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Category 4 – Course Technology, Innovation, and Accessibility

Minimum Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
Course technologies are readily and easily accessible.	☐Yes ☐No ☐Needs Improvement	
The course provides a statement informing students how to inquire about and access ADA services on campus.	☐Yes ☐No ☐Needs Improvement	
Exemplary Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The course provides links to tools required for viewing course content, and includes instructions for using the tools. • Acrobat Reader, QuickTime, MyLabs etc. • Respondus LockDown Browser	☐Yes ☐No ☐Needs Improvement	
Course content is enhanced by multimedia content. • Audio/Visual Materials • Videos • Recorded Lectures	☐Yes ☐No ☐Needs Improvement	
The course is appropriately formatted to maximize readability. • Font, color pallet, etc.	☐Yes ☐No ☐Needs Improvement	
Course materials are adaptable to meet the needs of students with disabilities. • Recordings (Audio/Visual and PowerPoint Audio Lectures) are	☐Yes ☐No ☐Needs Improvement	

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closed captioned or transcripts are available for audio segments.		
Audio/Visual clips are reasonably sized and formatted for 15-30 minute segments as opposed to 45-60+minutes.	☐Yes ☐No ☐Needs Improvement	
The course incorporates multiple engagement tools available within the learning management system. • Collaborate web conferencing • SoftChalk	☐Yes ☐No ☐Needs Improvement	

Category 5 – Assessment and Evaluation

Minimum Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The grading policy is clearly communicated.	☐Yes ☐No ☐Needs Improvement	
Performance standards, rubrics, or examples of quality assignments are communicated and/or provided.	☐Yes ☐No ☐Needs Improvement	
Each assignment, activity, or assessment is well-written, providing students with clear explanation of expectations. Instructions/directions for:	☐Yes ☐No ☐Needs Improvement	

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• Completion • Submission		
Exemplary Criteria	Check Compliance Level	Evidence/Location/Comments/Notes
The types of assessments are appropriate for the online learning environment and encourage academic honesty.	☐Yes ☐No ☐Needs Improvement	
Course materials and assessments are relevant and related to the course learning objectives.	☐Yes ☐No ☐Needs Improvement	
The course includes a formative evaluation, soliciting student feedback regard course quality. (In addition to the institution wide SIR II)	☐Yes ☐No ☐Needs Improvement	
Self-check or practice tests/assignments are provided to enable students to measure their learning. • Quizzes, games, etc.	☐Yes ☐No ☐Needs Improvement	
Instructor minimizes unnecessary or redundant "busy work". Instructor carefully considers cognitive load and time on tasks for completion.	☐Yes ☐No ☐Needs Improvement	