

Online Course Evaluation Checklist

General Course Information	Yes	No	N/A	Comments
Tips for being a successful online student are provided.				
Link to the UNF Library is provided: http://www.unf.edu/library/				
Link to the Disability Resource Center is provided: http://www.unf.edu/dept/disabled-services/				
If specialized software is required to complete the course, appropriate information on how to use the software is provided.				
Contact information for technical support is provided: 904-620-4357 or http://www.unf.edu/dept/its/support/				
Link for Blackboard support is provided: http://blackboard.unf.edu/support/students.asp				
Guidelines for student behavior (netiquette) are provided.				
Expectations of student participation are clearly identified.				
Expectations of turnaround time for contact with instructor are clearly identified.				
Link to Bookstore (http://www.efollett.com/) or other resources are provided for students to order textbooks and other course-related materials.				
Course Design and Organization	Yes	No	N/A	Comments
Organization of course materials is consistent throughout the course.				
Links (internal and external) to sources of information are accurate.				
Syllabus is easy to locate.				
Syllabus is available in a printer-friendly format (such as pdf).				
Due dates for course work are clearly posted.				
Required course materials are easily located.				
Course navigation is clear and user-friendly.				
Aesthetics: <ul style="list-style-type: none"> • Type is easy to read. • Contrast between text and 				

background makes information easy to read.				
<ul style="list-style-type: none"> • Appropriate use of images to support course content. • Course layout is visually and functionally consistent. 				
Language: <ul style="list-style-type: none"> • Spelling and grammar are accurate. • Clear directions are given for each task and assignment. • Sentences and paragraphs are succinct. 				
Universal accessibility concerns are addressed (text provided for visuals, etc.)				
Instructional Design and Course Delivery Promote Interaction	Yes	No	N/A	Comments
Instructor provides contact and biographical information.				
Student participation is tracked and effort is made to contact non-participants.				
The instructor appropriately mediates discussion.				
Criteria used to evaluate participation in online discussion groups are explained.				
Criteria used to evaluate course assignments are explained.				
Pace of delivery of course content is well thought-out and managed.				
Course content is organized for more manageable learning.				
Instructional design is made clear (is the course self-paced or sequential? Can students work ahead?)				
Examples are used to explain content.				
Course materials are related to practical situations.				
The Instructor uses more than one form of instruction.				
Students are provided opportunities other than tests/quizzes to demonstrate aptitude.				
Clear instructions for group work are provided.				
The Instructor facilitates group work well.				
The students are provided opportunities to learn from each other.				
An effective range of challenges is provided.				
Appropriate Use of Technology	Yes	No	N/A	Comments
Use of audio (where appropriate).				
Use of Video (where appropriate).				

Use of screen animations, study games, Flash simulations, etc. (where appropriate)				
Case Studies are used (where appropriate)				
PowerPoint presentations are used (where appropriate).				
Collaborative Activities are used.				
Instructor Rapport with Students	Yes	No	N/A	Comments
The Instructor incorporates student ideas into the class.				
The Instructor demonstrates a sense of humor.				
The Instructor uses effective classroom management techniques.				
The Instructor demonstrates flexibility in responding to student concerns.				
Regular feedback is provided at given intervals.				
Instructor Content Knowledge - The Instructor...	Yes	No	N/A	Comments
makes statements accurate in his/her field.				
incorporates current research into the course.				
identifies sources, perspectives, and authorities in his/her field.				
is knowledgeable about the subject matter.				
uses a variety of materials to explain content.				
provides for sufficient content detail.				
focuses on important content in his/her field.				
Impact on Learning - The Instructor...	Yes	No	N/A	Comments
helps develop rational thinking.				
fosters problem solving ability.				
helps develop skills/techniques/views needed in the field.				
broadens student views.				
helps develop students' creative capacity.				
fosters respect for diverse points of view.				
sensitizes students to views or feelings of others.				
helps develop students' decision-making abilities.				
develops students' appreciation of intellectual activity.				
develops students' cultural awareness.				
stimulates independent thinking.				

Adapted from the *Online Course Development Checklist* created by Palomar College (<http://daphne.palomar.edu/BlackboardTraining/Documents/OnlineCourseDevelChecklist.PDF>) and *100 Quality Classroom Teaching and Learning Attributes* from the Office of Faculty Enhancement at the University of North Florida (<http://www.jhargis.com/checklist.htm>).