Assessing Online Teaching Instrument

*adapted from "Assessing Online Facilitation" developed by Technology Integration Grants for Educational Resources (TIGERS), sponsored by the Colorado State University Center for Distributed Learning as projects of the Community of Academic Technology Staff (CATS)

Before class begins the instructor …

	Completed √
Managerial	
Sends informational message including how to login, what materials are needed and how to get them, and who to contact for technical assistance.	
Makes the course available at least one week prior for student previewing.	
Updates the Syllabus with instructor's name and contact information, preferred communication method, expected response times to messages and assignments, and other policies specific to this course or instructor.	
Begins recording actions taken in conducting the course on a Teaching Activity Record.	
Distributes disability accommodation information.	
Provides a method and instructions for students to use online tools before required assignments to reduce anxiety and resolve technical issues before tasks are due.	
Updates and reviews assessment due dates for accuracy.	
Confirms online grade book settings are accurate for total assessment.	

Pedagogical	
Reviews past course evaluations to determine if enhancements for instructional strategies are required.	
Makes enhancements to course design where necessary.	

Technical	
Participates in any tech/software trainings needed and practices using any software or applications to be used throughout the course.	
Updates hyperlinks to remove dead or broken links.	
Checks all media for proper display (broken images, video playback, etc.)	
Tests the course navigation for accessibility and corrects any accessibility problems.	
Runs through a "dress rehearsal" of a synchronous course meeting with others to check for any technical issues.	
Updates course to reflect new features of the course management software or any new software.	

Comments on "before class begins" interval:

During the first week the instructor …

Completed
√

Managerial	
Contacts missing students to encourage their participation.	
Minimizes delays for students adding the course late to gain access to course materials and un-enrolls students promptly when they drop the course.	
Provides support information when needed, e.g., how to get remote access to the library, register for credit/no credit, drop the course, or use publisher's study materials.	

Social	
Provides a personal and welcoming introduction either via recorded video or letter to develop a personal presence.	
Designs a forum for students to post introductions and share experiences. Responds to each student's introduction.	
Encourages students to share pictures or other representations (e.g., avatars) of themselves.	
Models discussion response behavior and tone. Uses a conversational tone for responses that is inviting, personal, friendly, and encouraging.	
Uses humor sparingly and carefully, use emoticons to express jesting.	
Invites and encourages students to use online office hours and/or to make appointments.	
Adds a social forum for non-class related topics.	

Pedagogical	
Creates an ice breaker activity related to a course key objective or concept.	
Communicates with students daily to maintain a positive rapport.	
Determines areas in which students need to improve and notifies students.	
Challenges the students by asking questions which probe the readings and communicates high expectations.	
Creates learning groups of 3-4 students who meet regularly outside of class activities through the quarter and support one another's understandings of reading, assignments, and projects.	

Technical	
Provides detailed tutorial links and/or instructions on using the technology within the assignment information to help the students feel comfortable with the technology.	
Assists students with login/access difficulties.	

Comments on the "first week of class" interval:

Throughout the course the instructor …

Completed
√

Managerial	
Updates the online grade book promptly after assignment due dates.	
Conducts course according to designated schedule with any deviations communicated in advance.	
Enforces guidelines for learner behaviors such as netiquette and due dates.	
Reminds students of upcoming deadlines.	
Posts group rosters before group project begins.	
Creates areas for group members to work on group projects.	
Monitors attendance in class in order to follow up with missing students.	
Maintains privacy of student grades and feedback.	
Continues updates to the Teaching Activity Record.	
Opens and closes course materials and activities to optimize student learning and avoid confusion.	
Announces absences to students with guidance on what to do during absence.	

Social	
Organizes collaborative projects (small, large and dyads) to achieve strong social interaction between students.	
Monitors discussions based on netiquette standards and University behavior policies.	
Uses announcements to keep class current and personal. Announcements may include real world social issues as well as course information.	
Continues to maintain daily presence in discussion forums.	
Provides individual messages (email, postings, announcements) of encouragement and to maintain a social learning community.	

Pedagogical	
Provides supportive information to support course content.	
Responds to student questions promptly--consistent with timeline for feedback stated in syllabus. (Recommended: within 24 hours)	
Provides practical suggestions to students to complete their work on time.	
Detects and corrects misconceptions.	
Summarizes discussions.	
Assigns groups or creates a method for students to select groups before beginning group projects.	
Provides feedback indicating areas in which the students have succeeded as well as areas that require further development in a timely manner.	
Creates transitions from one topic to the next to help students recognize time on task.	
Communicates clearly, as measured by responses from students.	
Respects and facilitates diverse talents and ways of learning.	
Invites and encourages students to complete a peer review of individual and group projects.	
Utilizes specific teaching/learning strategies which promote self-directed learning.	
Focuses discussions on specific issues and uses discussion questions and problems to actively engage students in the learning process.	
Implements rubrics established in course design.	
Uses illustrations and examples to clearly explain important concepts.	
Provides helpful, constructive suggestions to students to complete assignments	

Technical	
Announces information related to interruptions of access to servers delivering course materials in advance (when possible) or after (when necessary).	
Makes reasonable accommodations due to technical difficulties beyond the students' control consistent with policies in the syllabus.	
Models competency with course management system delivery tools and uses tools appropriately.	
Uses other technologies for the course appropriately.	
Consistently addresses universal accessibility.	
Provides handouts in easy-to-use formats, providing details for successfully downloading if necessary.	
Receives and responds to completed student assignments electronically.	
Directs students to links and information on technical support (Humanities Computing, ATS, etc..)	

During the last week, the instructor …

Completed
√

Managerial	
Provides general information concerning the nature and format of the final assessment(s).	
Alerts students on how long course materials will continue to be available after the end of class.	
Informs on availability of, and encourages students to complete, the course evaluation.	
Completes the Teaching Activity Record.	
Posts final grades promptly.	

Social	
Sends an email with a closing personal message or video message to students.	
Encourages students to share their class experience and say goodbye in a closing forum.	

Pedagogical	
Provides feedback on final paper or project and makes it available to students even after the class is over.	

Technical	
Lists technical aspects that worked well and those that need improvement. Forwards to, or discusses with, technical support staff.	

Comments on the "last week of class" interval: