

**College of the Arts
Montclair State University
Online/Hybrid Course Evaluation**

Overview: The Online/Hybrid Course Evaluation form was developed in collaboration between the Technology Training and Integration group (TT&I) and College of the Arts Distance Learning Committee at Montclair State University. It will be used to evaluate the effectiveness of online/hybrid course design and teaching in courses offered by the College, and can also be used to self-assess online/hybrid teaching practice. The criteria in this review are based on the Quality Matters' rubric and Montclair State University's OCIA course design model (Orientation, Content, Interaction, Assessment).

It includes the following categories:

- A. Course Overall
- B. Instructional Materials
- C. Learning Activities and Interaction
- D. Learning Assessment
- E. Technology, Access, & Copyright

COURSE IDENTIFICATION: Include relevant course details below.

Course Title: _____

Course Number: _____

Semester/Year: _____

Format: online hybrid

Faculty instructor: _____

Reviewer: _____

Review Date: _____

CART Online/Hybrid Course Evaluation

Instructions: Indicate whether the following criteria are present in the course with Yes, No or N/A (not applicable).

A. Course Overall	Yes, No, N/A
A1 The course goals are clear and appropriate.	
A2 Learning objectives are included in each module.	
A3 Learning objectives are clear, measurable and appropriate to course goals.	
A4 The course navigation is intuitive and easy to understand.	
A5 The course is organized in a modular fashion (e.g., modules, lessons, class dates, etc.) and is in a logical sequence.	
A6 The syllabus is included and contains information about all major course components, including availability of .pdf version.	
A7 The instructor information is complete, and includes office hours and contact information.	
A8 The course expectations for students are clearly defined (e.g., participation requirements, online assignments, collaboration).	
A9 The course provides a welcome message and an introductory activity for students to participate in.	
A10 The course uses a consistent aesthetic design that communicates course information clearly and demonstrates high production values.	
A11 The course demonstrates sensitivity to diverse student backgrounds, abilities and privacy of student information.	
<i>Comments on the Course Overall:</i>	

CART Online/Hybrid Course Evaluation

B. Instructional Materials	Y, N, N/A
B1 The instructional materials support the stated course goals and have sufficient breadth and depth for the student to learn the subject.	
B2 The instructional materials are aligned with the learning objectives in each module.	
B3 The instructional materials are current and relevant to the subject matter.	
B4 The amount of instructional materials is appropriate to the course.	
B5 The instructional materials are easy for students to access.	
B6 The materials are presented in various formats that address diverse learning styles and preferences (e.g., multimedia, text, images, performance activities).	
B7 The instructor makes the distinction between required and optional materials.	
B8 All web links and embedded media in the course are functional.	
<i>Comments on the Instructional Materials:</i>	

CART Online/Hybrid Course Evaluation

C. Learning Activities and Interaction	Y, N, N/A
C1 Learning activities are aligned with the learning objectives in each module.	
C2 The instructor interacts with students on a regular basis to establish a consistent online teaching presence.	
C3 The instructions for student interaction (discussions, group work, collaborative projects, etc.) are clearly stated.	
C4 There are multiple, meaningful opportunities for students to interact with each other in the course.	
C5 The learning activities are well designed to facilitate interaction between: student - instructor, student - student, and student - content.	
C6 Announcements and emails are timely and communicate effectively to students.	
C7 The instructor is available for office hours or by appointment.	
C8 The instructor encourages vibrant class discussions by asking probing, open-ended questions and providing constructive feedback.	
C9 The instructor employs a variety of instructional strategies to engage students in activities, including, but not limited to: class discussions, group discussions, group projects, case analyses, peer review activities, presentations, wikis, blogs, e-portfolios, etc.	
<i>Comments on Learning Activities and Interaction:</i>	

CART Online/Hybrid Course Evaluation

D. Learning Assessment	Y, N, N/A
D1 The course grading policy/scheme is clear.	
D2 The assessments are well designed to measure the stated learning objectives.	
D3 The instructor uses a variety of assessment strategies to gauge student progress and achievement. Students are provided opportunities to demonstrate understanding or proficiency in different ways.	
D4 The instructor provides constructive feedback for students in a timely manner.	
D5 Availability and due dates are clearly stated.	
D6 The instructor leverages plagiarism-detection software, such as Turnitin, for written assignments and/or other tools to prevent cheating online.	
D7 Expectations for student work are clearly defined through rubrics, sample assignments, and other forms.	
D8 Sample assignments are included where appropriate.	
<i>Comments on Learning Assessment:</i>	

CART Online/Hybrid Course Evaluation

E. Technology, Access, & Copyright	Y, N, N/A
E1 Appropriate technologies are well integrated into the course to enhance teaching and learning.	
E2 Video and audio materials are accompanied by alternative formats such as closed-captions and/or transcripts.	
E3 Accessibility issues are addressed: all materials are accessible to screen readers, all PDFs are Optical Character Recognition (OCR) compatible, etc.	
E4 Technical support information for students is included for all required technology tools.	
E5 Course materials are cited properly and used in accordance with appropriate usage rights.	
<i>Comments on Technology, Access & Copyright:</i>	

Overall Comments: