Appendix C

Online Course Evaluation Criteria

Course Interface
- Course content is logically organized and files, links, exams, etc. provide easy access to information and content.
- Font, size, and text color, page backgrounds, and layout are accessible and readable.
- Course documents are in a file format that permits easy access and printing.
- Graphics are legible, meaningful, and of acceptable quality.
- Assignments have clear due dates in the course syllabus or learning modules.
- Course navigation is "intuitive" and user friendly.
- Links are clearly indicated and working (no "page not found" messages).
- Asynchronous discussions (discussion board) are well organized chronologically with topics specified.
- Synchronous discussions (chat) are organized with ease in participation.

Course Content
- Course information is organized by learning units or modules.
- Active learning opportunities including asynchronous discussions, case studies, research papers, reflective essays, and collaborative group projects aim to enhance teaching and learning.
- Requirements for completion of learning activities are clearly stated and evaluation criteria and due dates are indicated.
- Evaluation criteria of the learning activities are provided.
- Learning activities are designed to provide learners with an opportunity for sharing learning knowledge and skills with peers.
- The use of multiple assessment methods to evaluate learning outcomes is provided and may include homework, essays, discussions, projects, research papers, quizzes, exams, etc.
- Instructions on how to navigate the course are provided.
- Orientations on how to use the basic tools used in the course are provided.
- Technical help information is specified.
- Resources for assisting students in successful completing the course are provided.

Course Communication
- A contingency plan is included in the course syllabus with the instructor's external email address for students when Blackboard is not available.
- Class assignments and due dates are communicated in advance to give students ample time to prepare and complete the work in a reasonable time including weekends.
- Students' progress on homework, discussions, projects, papers, or tests, is communicated via the course Grade Center in a timely fashion throughout semester.
- Notifications and responses to student questions should be provided in a timely manner. The maximum amount of response time is less than 48 hours.