

Content Review Rubric for an Online Course

Course:

Platform:

Instructor:

Date:

Scale: 1= low, 5 = highest

Total Score: _____

Recommended

Needs Improvement

Non-Existent: The criterion is not present, but should be, based on course design and content, or present, but not appropriate for this

Developing: Some evidence of this criterion, but it needs to be presented more clearly or better developed.

Meets: Evidence of this criterion is clear and is appropriate for this course. More could possibly be added.

Exceeds: Evidence of this criterion is clear, appropriate for this course, and demonstrates best practices in a manner that models its

N/A: Not applicable based on course design and content.

0

1 - 2

3 - 4

5

Criteria	Non-Existent	Developing	Meets	Exceeds	N/A
Indicates a Critical Area, must have a minimum score of at least Meets. ©					
I. Syllabus					
© Faculty name, contact information, email, telephone, office hours and location. Course title and section number, catalog course description, required and recommended texts including ISBN.					
Learning objectives are clearly stated and describe outcomes that are measurable. Expected student learning outcomes. Grading policy and/or evaluation process that is clear and based upon learning objectives.					
© Navigational instructions that is clear and easy to understand. Information and directions on discussion forums, online quizzes and other activities such as group work, peer reviews, online activities. Policy on responding to email. Policies on plagiarism, late submissions, extra credit. Netiquette expectations. Calendar with due dates.					
Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge.					
Information on support services, access to online library and information for students with special needs or disabilities.					

Criteria <small>©</small> <small>Indicates a Critical Area, must have a minimum score of at least Meets.</small>	Non-Existent	Developing	Meets	Exceeds	N/A
II. Assessment and Measurement					
<small>©</small> The types of assessments selected and the methods used for submitting assessments are appropriate for the distance learning environment. Multiple methods of student assessment appropriate for the course. Requirements and directions clearly stated.					
<small>©</small> Sufficient discussion topics referenced to the textbook or assignments. Clean discussion forums topics. Open and closing dates published learning objectives forums to meet course grading criteria. Evidence of regular instructor participation in discussion forums.					
A question and answer area or “Virtual Student Café” for student non-class interaction is provided.					
Collaboration activities as appropriate for course learning objectives.					
<small>©</small> If quizzes are used, quizzes have appropriate durations and availability dates. Open and closing dates are posted. Policy of time limits and number of times students may take a quiz is posted. Responses are provided for the quizzes. Grade book function is used and up-to-date.					
III. Learner Support and Resources					
Learner Support and Resources refers to program, academic, and/or technical resources available to learners. Appropriate information is provided or links are provided.					
IV. Web Design					
Web Design refers to the use of Web pages, graphics, multimedia, and accessibility standards in the web pages of a course which are under the instructor’s control. Classroom materials are organized unused icons under the instructors control are removed.					
V. ADA Compliance					
There is evidence of some effort to recognize the importance of ADA requirements.					

Criteria	Non-Existent	Developing	Meets	Exceeds	N/A
Web pages provide equivalent alternatives to auditory and visual content.					
Web pages have links that are self-describing and meaningful.					
Information conveyed on Web pages in color is also available without colors.					
VI. Overall Course Evaluation					
Course Evaluation refers to the processes and mechanisms used to elicit feedback from learners for the purpose of course improvement.					
VII. Comments/Suggestions: _____	Points:				Total =

Reviewed by: _____

Approved by LAMC DE Committee: _____ Date: _____

* Adopted from Quality Matters: Peer Review of Online Courses 2/28/07