Santa Ana College
Online Course Self-Assessment Tool

Distance Education

Before class begins the facilitator …

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Completed
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Managerial

1. **Updates the Syllabus** with facilitator's name and contact information, preferred communication method, expected response times to messages and assignments, and other policies specific to this course or facilitator. (Assure disability accommodation information is included.)	
2. **Provides informational message** including how to login, what materials are needed and how to get them, who to contact for technical assistance and attachment of a course syllabus/outline.	
3. **Optionally** includes information and/or requirement for students to complete the "**Student Online Orientation**", which provides students the ability to use online tools before required assignments to reduce anxiety and resolve technical issues before tasks are due.	
4. Reviews course materials with the **"Accessibility Checklist"**	
5. Creates a **Last Date of Attendance (LDA)** tracking mechanism for LDA and documentation of when activity stopped.	
6. **Uses the "Beginning of Semester Checklist"**	
7. **Makes the course available** prior to the course start date for student previewing. (optional)	
8. **Updates Course Bb Calendar with Due Dates**	
9. **Hides any tools** that the student does not require under "Tools".	
10. **Corrects spelling or grammatical errors** throughout the course content.	
11. **Updates and reviews assessment due dates** for accuracy.	
12. **Confirms online grade book settings** are accurate for total assessment.	

Pedagogical

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

Technical

1. **Updates hyperlinks** to remove dead or broken links.	
2. **Checks all media** for proper display (broken images, video playback, etc.)	
3. **Tests the course navigation for accessibility and corrects any accessibility problems**.	
4. **Updates course to reflect new features of the course management software**.	

During the first week the facilitator …

Managerial

1. **Contacts missing students** to encourage their participation.	
2. **Verify Blackboard Students against WebAdvisor Roster** *(refer to Beginning of Semester Checklist")*	
3. **Drops students** who do meet your criteria for "roll call", as "no shows".	
4. Minimizes delays for students adding the course late to gain access to course materials and un-enrolls students promptly when they drop the course. ***(Distribute Add codes as quickly as possible.)***	
5. **Provides support information** when needed, e.g., how to get remote access to the library, register for credit/no credit, drop the course, use publisher's study materials, update email and notifications	

Social

1. **Provides a personal and welcoming introduction** to develop a personal presence. (e.g. instructor welcome video)	
2. Designs a **forum for students to post introductions** and share experiences. Responds to each student's introduction.	
3. **Encourages students to share pictures** or other representations (e.g., avatars) of themselves.	
4. **Models discussion response behavior and tone.** Uses a conversational tone for responses that is inviting, personal, friendly, and encouraging.	
5. **Invites and encourages students to use online office hours** and/or to make appointments.	
6. Adds a social forum for non-class related topics, e.g. Job/Internship related forum (optional)	

Pedagogical

1. **Creates an ice breaker activity** related to a course key objective or concept.	
2. **Communicates with students daily** to maintain a positive rapport.	
3. **Determines areas in which students need to improve and notifies students**.	
4. **Challenges the students by asking questions** which apply to the readings and communicating high expectations.	

Technical

1. **Provides detailed tutorial links and/or instructions** on using the technology within the assignment information to help the students feel comfortable with the technology. *(Provide Bb "on-demand" video links or your own course how-to videos.)*	
2. Assists students with login/access difficulties and referral to campus assistance.	

<u>Throughout</u> the course the facilitator …

Managerial

1. **Updates the online grade book promptly** after assignment due dates.	
2. Conducts course according to designated schedule with any deviations communicated in advance.	
3. **Enforces guidelines for learner behaviors such as netiquette** and due dates.	
4. **Reminds students of upcoming deadlines**.	
5. Posts group rosters before group project begins.	
6. Creates areas for group members to work on group projects.	
7. **Monitors attendance (participation)** in class in order to follow up with missing students.	
8. **Maintains privacy** of student grades and feedback.	
9. Opens and closes course materials and activities to optimize student learning and avoid confusion.	
10. Announces absences to students with guidance on what to do during absence.	

Social

1. **Monitors discussions/interactions** for respectfulness based on netiquette standards and University behavior policies.	
2. **Immediately contacts students with inappropriate posts** for explanation and clarification.	
3. **Immediately makes disrespectful posts unavailable** to the class at large.	
4. **Blocks disruptive students** from class activity if behavior continues to conflict with University policy.	
5. **Uses announcements to keep class current and personal.**	
6. **Continues to maintain daily presence** in discussion/interactive tools.	
7. **Provides individual messages** (email, postings, grade feedback) of encouragement.	

Pedagogical

1. **Provides supportive information** to support course content.	
2. **Responds to student questions promptly-**-consistent with timeline for feedback stated in syllabus.	
3. Provides practical suggestions to students to complete their work on time.	
4. Summarizes discussions.	
5. Assigns groups or creates a method for students to select groups before beginning group projects.	
6. **Provides feedback** indicating areas in which the students have succeeded as well as areas that require further development in a timely manner.	
7. Creates transitions from one topic to the next to help students recognize time on task.	
8. **Communicates clearly**, as measured by responses from students.	
9. Respects and facilitates diverse talents and ways of learning.	
10. Utilizes specific teaching/learning strategies which promote self-directed learning.	

Throughout the course the facilitator …

	Completed √
11. **Focuses discussions** on specific issues and uses discussion questions and problems to actively engage students in the learning process.	
12. **Implements rubrics** established in course design.	
13. Uses illustrations and examples to clearly explain important concepts.	
14. Provides helpful, constructive suggestions to students to complete assignments	

Technical

1. Makes reasonable accommodations due to technical difficulties beyond the students' control consistent with policies in the syllabus.	
2. Models competency with course management system delivery tools and uses tools appropriately.	
3. Uses other technologies for the course appropriately.	
4. Consistently addresses universal accessibility.	
5. Provides handouts in easy-to-use formats, providing details for successfully downloading if necessary.	
6. Receives and responds to completed student assignments electronically.	
7. After trouble-shooting, directs students to links and information on technical support (Distance Education Office)	

During the last week, the facilitator …

Managerial

	Completed √
1. Provides general information concerning the nature and format of the final assessment(s).	
2. Alerts students on how long course materials will continue to be available after the end of class.	
3. **Informs on availability of, and encourages students to complete, the course evaluation**.	
4. Posts final grades promptly.	

Social

1. Sends an email, or posts announcement, with a closing personal message to students.	
2. Encourages students to share their class experience and say good bye in a closing forum.	

Pedagogical

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