ONLINE MODULE DEVELOPMENT EVALUATION RUBRIC

Criteria 1 is a Yes /No assessmnet. For a module to be approved, the module shuld demonstration all the features.

| Criterion 1: Compulsory Features for any E-learning Module | Review Standards | Yes / No |
|---|---|---|
| | 1.1 - Accessible and Current Module Outline | |
| | 1.2 – Program Goals and Objectives are provided | |
| | 1.3 - Module Objectives or Intended Learning Outcomes are provided | |
| | 1.4 - Instructor Contact Information, Availability and Timing of Instructor Response are given | |
| | 1.5 - List of Textbooks, Hardware, Software and Required Materials are given | |
| | 1.6 - Specific Module Requirements and Module Policies are available | |
| | 1.7 - Sequential List of Assignments with Due Dates are provided | |
| | 1.8 - Grading Procedure and Grading Scale are given | |
| | 1.9 - Class Participation and Attendance Policy are given | |
| | 1.10 - Module ground rules are given | |
| | 1.11 - Online Module Resources are Current and Available | |
| | 1.12 - Instructional Material is provided | |
| | 1.13 - Instrument for Student/Student and Student/Faculty Interaction are included | |
| | 1.15 - Assessments are provided | |
| | 1.16 - Functional, and Accurate Gradebook is included | |
| | 1.17 - Module Respects Current Accessibility Recommendations | |
| | 1.18 - Module hyperlinks are operational | |

For Criteria 2 and above, the evaluator is expected to give a mark. Maximum mark for each element is 5.   **Earned Score**

| Criterion 2: Organization of Materials | 2.1. Module materials are organized by topics or learning units | 2.1.1. Checklists of the requirements to be met during the module | |
| | | 2.1.2. Content Format | |
| | | 2.1.3 Module Welcome Announcement | |
| | | 2.1.4 Naming Conventions | |
| | | 2.1.5. Navigation Guide or Road Map | |
| | | 2.1.6. Structure of Components | |
| | 2.2. Topics contain learning objectives and a cohesive module narrative. The purpose of all instructional material is clear | 2.2.1. Assignment Directions | |
| | | 2.2.2. Topic Narrative | |
| | | 2.2.3. Topic Introduction | |
| | | 2.2.4. Topic Conclusion | |
| | | 2.2.5. Objective Correlation | |
| Criterion 3: Comprehensive Topic Content and Subject Matter Expertise | 3.1. Topic content is comprehensive, varied, and communicates subject-matter | 3.1.1. Content Comprehensiveness | |
| | | 3.1.2. Content Variety | |
| | | 3.1.3. Subject-Matter Expertise | |
| | 3.2: Chunking Content according to Best Practices | 3.2.1: Topic Introduction | |
| | | 3.2.2: Topic Conclusion | |
| | | 3.2.3: Naming Conventions | |
| | | 3.2.4: Navigation Guide or Road Map | |
| | | 3.2.5: Structure of Components | |
| | Elements that Effect 3.3: Use of Media and Media Tools | 3.3.1. Content Item Descriptions | |
| | | 3.3.2. Feedback Statements | |
| | | 3.3.3. Gradebook | |
| | | 3.3.4. Hardware and Software Requirements | |
| | | 3.3.5. Intelligent Agents and Release Conditions | |
| | | 3.3.6. Interactive Activities (Discussions, Chats, Synchronous) | |
| | | 3.3.7. Interactive Media | |
| | | 3.3.8. Media Hosting | |
| | | 3.3.9. Media Length | |
| | | 3.3.10. Media Recording Quality | |
| | | 3.3.11. News Tool | |
| | | 3.3.12. Rubrics | |
| Criteria 4: Assessments | 4.1: Varied and Multiple Assessment Methods | 4.1.1. Assignment Spacing | |
| | | 4.1.2. Low-Stakes Knowledge Checks | |
| | | 4.1.3. Support Options | |
| | Elements that Effect 4.2 Communicating Assignments | Criteria 4.2.1: Assignment Directions: Refer to Criteria 2.2.1: Assignment Directions | |
| | | Criteria 4.2.2: Assignment Examples | |
| | | Criteria 4.2.3: Feedback Statements: Refer to Criteria 3.3.2 Feedback Statements | |
| | | Criteria 4.2.4: Gradebook: Refer to Criteria 3.3.3: Gradebook | |
| | | Criteria 4.2.5: Rubrics: Refer to Criteria 3.3.12: Rubrics | |
| Criterion 5: Multi-Way Interactions | 5.1: Demonstrating Instructor Presence | Criteria 5.1.1. Assignment Spacing: Refer to Criteria 4.1.1. Assignment Spacing | |
| | | Criteria 5.1.2. Topic Narrative: Refer to Criteria 2.2.2. Topic Narrative | |
| | | Criteria 5.1.3. Topic Welcome Announcement 2.1.3: Refer to Criteria. Module Welcome Announcement | |
| | | Criteria 5.1.4. Instructor Presence and Engagement | |
| | | Criteria 5.1.5. Interactive Activities (Discussions, Chats, Synchronous): Refer to Criteria 3.3.6 Interactive Activities (Discussions, Chats, Synchronous) | |
| | | Criteria 5.1.6. Topic Introduction: Refer to Criteria 2.2.3 Topic Introduction | |
| | | Criteria 5.1.7. Subject-Matter Expertise: Refer to Criteria 3.1.3: Subject Matter Expertise | |
| | Elements that Effect 5.2: Many-way interactions | Criteria 5.2.1. Interactive Activities (Discussions, Chats, Synchronous): Refer to Criteria 3.3.6 Interactive Activities (Discussions, Chats, Synchronous) | |
| | | Criteria 5.2.2. News Tool: Refer to Criteria 3.3.11 News Tools | |