

OBSERVATION OF ONLINE INSTRUCTION REPORT

INSTRUCTOR:

OBSERVER:

COURSE:

DATE(S):

DIRECTIONS: Evaluate each element of the course on a scale of 5 to 1 using the descriptors that follow as a guide. Comments should detail specific items in support of your numerical assignment.

1. **SUBJECT MATTER CONTENT** 5 4 3 2 1

- 5 The instructor demonstrates breadth and depth in the subject matter content.
- 3 The instructor demonstrates adequate knowledge of the subject matter content.
- 1 The instructor demonstrates inadequate knowledge of the subject matter content.

COMMENTS:

2. **NAVIGATION** 5 4 3 2 1

- 5 The course website is easy to navigate with clear instructions that effectively guide student participation. Resources to supplement student learning and assist with technology troubleshooting are easy to find and use.
- 3 Course navigation is adequate; revision is encouraged.
- 1 Course navigation needs improvement.

COMMENTS:

3. **LEARNING OUTCOME ALIGNMENT** 5 4 3 2 1

- 5 Learning activities align with the course's learning outcomes and are communicated in each module. Coursework prepares students to demonstrate achievement of the course's learning outcomes. Assessments measure student achievement of the course's learning outcomes.
- 3 Alignment and communication is inconsistent; revision is encouraged.
- 1 Alignment and/or communication need improvement.

COMMENTS:

4. **STUDENT INTERACTION** 5 4 3 2 1

- 5 The course provides regular and substantive student interaction in learning activities. Students interact regularly with the instructor and fellow students. Prompt feedback on student work encourages self-assessment and improvement.
- 3 The level of interaction is adequate; revision is encouraged.
- 1 The level of interaction needs improvement.

COMMENTS:

5. **TEACHING METHODS** 5 4 3 2 1

- 5 Course activities stimulate interest and appeal to a variety of learning styles. Learning activities encourage application of skills and knowledge through active learning, critical thinking, and problem solving. Teaching methods and materials are appropriately rigorous for the instructional level. Effective technological teaching tools are utilized.
- 3 Teaching methods are adequate; revision is encouraged
- 1 Teaching methods need improvement.

COMMENTS:

6. **TEACHING PRESENCE** 5 4 3 2 1

- 5 The instructor projects a fair, self-confident teaching persona through clear textual, auditory, and/or visual media. The instructor shows enthusiasm for the course subject matter. The instructor conveys high expectations. The instructor has included rigor, motivation, and encouragement into the course. The instructor models respectful communication with sensitivity to student diversity.
- 3 The instructor projects an adequate teaching presence; adjustments are encouraged.
- 1 The instructor's teaching presence does not effectively encourage achievement of course learning outcomes.

COMMENTS:

SUGGESTIONS:

The instructor's signature on this document indicates their awareness of the above report and not necessarily concurrence with this evaluation.

Instructor's signature

Date

Observer's signature

Date

*General Accessibility Guidelines (based on [Section 508 refresh](#) and [WCAG 2.0 AA criteria](#)):

- The course contains equivalent alternatives to auditory and visual content. (For example, accurate captioning for videos, transcripts are provided for audio only content.)
- A variety of teaching strategies is used.
- A variety of assignments and assessments are used to measure student learning.
- Descriptions or alt-text for embedded images (in Lulima, Word, PowerPoint, and .pdf) for students using screen readers are included.
- Text content is structured using heading and paragraph styles for students using screen readers (e.g., Heading 1 for page titles, Heading 2 for section headings, etc.).
- Hyperlinks are labeled to describe where the link leads (e.g., Hawai'i Community College website instead of "click here" to go to the Hawai'i Community College website.)
- Sans serif fonts for online text and serif fonts for print text are used to increase readability.
- Colors (text, images, etc.) are carefully selected to ensure adequate contrast for readability.
- Color is not used as the sole method of conveying content or distinguishing visual elements.