Faculty Online Learning Handbook

LSCPA
LAMAR STATE COLLEGE ★ PORT ARTHUR

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Section 1: Online Learning

1.1 Purpose

The purpose of this handbook is to provide a framework for the development, implementation, and maintenance of credit-bearing programs and courses offered via distance education at Lamar State College Port Arthur.

1.2 Mission

To provide quality educational opportunities through Online Learning that meet the needs of our diverse student population. Faculty will provide superior online learning, adhering to the expectations of Lamar State College Port Arthur.

Online Learning at Lamar State College Port Arthur also provides a resource for online faculty interested in upholding teaching excellence, improving student learning outcomes, and encouraging ongoing professional development and scholarly engagement.

1.3 Statement of Congruence

The Online Learning mission is congruent with the College mission because it provides learning experiences that prepare students to continue their education and enter the workforce.

1.4 Authority

The contents of the Policies listed below ensure the college's compliance with Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter P, the Texas State University System Rules and Regulations, and the Southern Association of Colleges & Schools Commission on Colleges.

1.5 Definitions

Accessibility: Accessibility means that people with disabilities can perceive, understand, navigate, interact, and contribute in a course. Accessibility in an Online Learning course is determined by the features of the instructional technologies provided by the College and by the way that faculty members use those technologies to create materials and design courses.

Asynchronous: Literally means "not at the same time." Asynchronous tools, such as e-mail and discussion board, allow participants to communicate without all participants being online at the same time.

Class Attendance: Attendance in Online Learning courses will be determined by the active participation of the student through the completion of class activities, such as the submission of an assignment, completion of an exam, attendance in an online chat, or the posting of a post to a discussion forum. Simply logging in to the course in the learning management system is not considered attendance.

Delivery Mode: The primary method or technology used to deliver instructional

information to the student and used for communication between the instructor and the students. At Lamar State College Port Arthur, courses are delivered in the following modes:

Online Learning Courses: Online courses are taught 100% online using a combination of asynchronous and synchronous activities providing greater flexibility of schedule and convenience of access to students, while allowing them to meet the same learning outcomes and level of rigor achieved in traditional courses.

Hybrid courses: Hybrid courses take advantage of the best features of traditional classroom instruction and online education. Students meet face-to-face for 50% or less of the course and complete the rest of their coursework online. A hybrid course is not simply an online course that requires in-class exams. Hybrid courses allow faculty and students both the opportunity to build strong personal relationships through face- to-face interaction and the opportunity to explore new types of learning activities that were not possible in traditional courses. Dates, times and locations for face-to-face meetings will be published in the official class schedule.

Traditional courses: are taught in a face-to-face classroom setting. Some traditional (on-campus) courses may require a significant amount of coursework, up to 49%, to be done online. The syllabus and other materials will be posted online and students may be asked to submit some work electronically. The Blackboard grade book will be used in all courses.

Synchronous: Literally means "occurring at the same time." Synchronous tools, such as text chat, require all participants to be online at the same time.

If you have any questions about the policies and procedures for Online Learning, please contact the Director of Online Learning at 409-984-6443 or email offordrm@lamarpa.edu for further clarification or information.

> Director of Online Learning
> 409-984-6443
> ofordrm@lamarpa.edu
> Monroe Education Building,
> Office 113

Section 2: Overview of Online Learning

2.1 Distance Education

A. The definition used for distance education in this document is the one adopted by the Southern Association of Colleges and Schools Commission on Colleges:

For the purposes of the Commission on College's accreditation review, Online Learning is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet: one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the Online Learning course or program.

B. Lamar State College Port Arthur does not currently offer any courses via correspondence, video conference, pre-recorded video cassette, DVD, or CD-ROM. All Lamar State College Port Arthur distance education courses are offered through an Internet based online course management system.

Online Learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby should increase flexibility and scheduling options. Blended and online learning courses require that students have a computer and Internet access that meet at least minimum technical requirements as defined by the College. Additionally, online learning courses require computer literacy skills, as well as self-discipline and motivation. Students register for Online Learning courses in the same way they register for traditional courses.

2.2 Goals

1. Identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of students.

2. Support and encourage the internal development of the Online Learning Program by promoting and providing guidelines for training and providing technical support.

3. Provide strategies for effective delivery of Online Learning alternatives through the development of policies for consistency in Online Learning.

4. Evaluate periodically and comprehensively every facet of the Online Learning Program and to use these results to restructure and improve the program.

2.3 Distance Education Standards and Criteria Institutional Issues (Authority – Texas Administrative Code 4.260)

1. All distance education courses that offer either semester credit hours or Continuing Education Units shall do so in accordance with the standards of the Southern Association of Colleges and Schools Commission on Colleges.

2. **The Office of the Vice President for Academic Affairs serves as the central repository for distance education program information and support structure**. The Online Learning Advisory Committee will serve in an advisory capacity to the VPAA on policy and operational issues related to distance education. Committee membership is determined by the VPAA.

3. **All instruction shall be administered by the same academic unit administering the corresponding on-campus instruction**. The supervision, monitoring, and XII-41 evaluation process for distance education instructors shall be comparable to those for on-campus instruction. All subject content decisions will be the responsibility of the instructor and will be coordinated through the appropriate Lamar State College Port Arthur academic structure no matter the delivery system.

4. **All Lamar State College Port Arthur policies and procedures related to admission, withdrawals, and attendance will be the same no matter what delivery system is utilized**. Admission to the college does not automatically admit students to a specific distance education program or course. Texas Higher Education Assessment

requirements must be met before a student is admitted to a course that might require proficiency in related study skills. In addition, there are individual course prerequisites that must be met.

5. **Lamar State College Port Arthur shall submit or not submit distance education courses for formula funding as required by the Texas Higher Education Coordinating Board formula funding general provisions** (TAC Title 19, Part 1, Chapter 4.264).

2.4 Distance Education Programs and Courses (Authority Texas Administrative Code 4.261, 4.262)

1. **Each program that Lamar State College Port Arthur offers via distance education shall be within the role and mission of the academic unit responsible for offering the instruction.** There shall be no distinction between programs offered through distance education and those offered on campus. Unless otherwise provided, all policies, standards, and guidelines for on-campus instruction apply to programs delivered via distance education.

2. **Each course that Lamar State College Port Arthur offers via distance education shall be on the College's inventory of approved courses and each program Lamar State College Port Arthur offers via distance education shall be on the offering academic unit's inventory of approved programs.** There shall be no distinction between courses offered through distance education and those offered on campus. Courses offered via distance education shall have the same rigor and expected outcomes of on-campus offerings.

3. **The quality of distance education instruction must meet the same standards as on-campus instruction. All face-to-face, online, and hybrid classes must be approved by the Vice President for Academic Affairs before development as outlined in the Faculty Handbook.** For online courses, the Principles of Good Practice for Electronically Delivered Courses and Programs self-study must be completed and submitted to the Director of Online Learning for each first-time course offering. Verification is then forwarded to the Vice President for Academic Affairs for approval to offer the course.

4. **An academic unit offering a degree or certificate program shall comply with the standards and criteria of any specialized accrediting agency or professional certification board.**

5. **Each degree program offered via distance education shall be approved by the Texas State University Board of Regents.** If the program is approved through all college levels, it will be transmitted by the Vice President for Academic Affairs to the Texas Higher Education Coordinating Board and Southern Association of Colleges and Schools Commission on Colleges for final review.

6. **Students who enroll in distance education courses must satisfy the same requirements for admission to Lamar State College Port Arthur, to the program of which the course is a part, and to the class or section itself as are required of on-campus students.**

7. **The instructor of record shall bear responsibility for the delivery of instruction and for evaluation of student progress.**

2.5 XII-42 Faculty (Authority Texas Administrative Code 4.263)

1. **Faculty shall be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for on-campus instruction**. Faculty selection follows the same procedure at Lamar State College Port Arthur no matter what delivery system for the course is used.

2. **The Director of Online Learning and the Information Technology Services Department shall provide training and support to enhance the added skills required of faculty teaching classes at a distance via electronic delivery.**

3. **The load value for a distance education course shall be the same as its equivalent on-campus course.** The total number of students allowed to enroll in any distance education course shall be set by the appropriate division director in consultation with the dean and the instructor.

4. **Lamar State College Port Arthur encourages faculty members to develop courses to be delivered through distance education technology.** Faculty members who create distance education courses are subject to the college's Copyright Policy as detailed in the Faculty Handbook.

5. **Faculty will not receive additional compensation for developing and teaching distance education courses**

6. **Lamar State College Port Arthur, through the Director of Online Learning, shall provide information regarding the most current copyright laws to all faculty members, and faculty members shall adhere to those guidelines.**

2.6 Student Support Services (Authority – Texas Administrative Code 4.264)

1. **All advertising, recruiting, and scheduling information provided in campus publications or online regarding any distance education class or program shall include the prerequisite level of knowledge and skill necessary to complete the course successfully and clear and specific information on the technology needed to participate in the course**. Where necessary, these publications shall include information on resources available to assist the student in using the required technology.

2. **Students shall be provided academic and student support services—including academic advising, counseling, library and other learning resources, tutoring services, and financial aid—comparable to those available for on-campus students.** Distance education students are provided academic support services by a variety of delivery methods, including, but not limited to, orientations, on-site conferences, links on web pages within Internet-based courses, the Lamar State College Port Arthur website, the MyLamarPA web portal, e-mail, fax, and telephone.

3. **Lamar State College Port Arthur shall provide access to Gates Memorial Library services and resources through the library web page.** Services include self-paced online tutorials and electronic reference assistance. Resources include extensive electronic holdings including e-books, e-journals, magazines, newspapers, data sets, graphics and audiovisual collections.

2.7 Distance Education Facilities and Support (Authority – Texas Administrative Code 4.274)

1. Distance education facilities (other than homes as distance education reception sites) shall be comparable in quality to those for on-campus instruction. Distance education students will have access to the same learning management systems as on-campus students.

2. **The College shall support student and faculty access to online courses and online support services through the campus Internet connection or through access provided in computer labs on campus.** A help desk shall be provided by the Information Technology Services Department.

3. The purpose of Online Learning (Blackboard) courses is to provide quality educational coursework through nontraditional means, allowing students to acquire knowledge in academic, professional and technical education, and skills for lifelong learning. Online Learning

> Director of Online Learning
> 409-984-6443
> ofordrm@lamarpa.edu
> Monroe Education Building,
> Office 113

students are entitled to all of the support services available to traditional students. For more information contact our Online Learning office at 409-984-6443 or send email to offordrm@lamarpa. The Online Learning Office is located in the Madison Monroe Education Building Room, 113.

Section 3: Online Learning Platforms

3.1 Course Delivery System

Blackboard is the learning management system utilized by Lamar State College Port Arthur. The following policies and procedures pertain to the use and administration of these systems.

The Lamar State College Port Arthur Usage Policy subsumes these policies.

The Information Technologies (IT) department maintains and supports the technology platforms that are used to deliver online course materials.

3.2 Learning Management System

Blackboard is the learning management system used by Lamar State College Port Arthur. Blackboard is a Web-based platform that provides faculty and students with features including:

- **Content:** This feature allows teachers to post articles, assignments, learning modules, videos etc.

- **Calendar**: Faculty can use this function to post due dates for assignments and tests.

- **Assessments:** This tab allows instructors to post quizzes and exams and allows students to access them anywhere there is a sufficient Internet connection.

- **Assignments**: This feature allows for assignments to be posted and for students to be able to submit assignments online.

- **My Grades**: Teachers must post grades on Blackboard for students to view. This feature allows students to view their grades in each class.

3.3 Upgrades and Maintenance

Blackboard upgrades that require significant downtime are conducted between academic terms with a minimum of one week's notice. Large upgrades include:

- Blackboard service pack installations (if applicable)
- Blackboard version upgrades
- Online Learning hardware upgrades

Lamar State College Port Arthur's IT department has scheduled maintenance every 3rd Saturday of the month. All systems will be down beginning at 8:00 am and ending at approximately 6:00 pm.

3.4 Emergencies

For emergency shutdowns, the Information Technology staff makes their best effort to provide at least a two-hour notice to all Blackboard users that the system will be taken offline. The notice is sent out via campus email and in an announcement that is visible within Blackboard.

Section 4: Privacy

4.1 Student Privacy

Lamar State College Port Arthur authenticates identity of each student who partakes in online coursework by using a secure login and pass code. All students, including Online Learning students, will be issued a unique, nine-digit student identification number during the acceptance process at Lamar State College Port Arthur. The student ID number will become the unique identifier for all individuals throughout their academic career at Lamar State College Port Arthur and will be meaningless outside of Lamar State College Port Arthur systems. The student must login to Mylamarpa with the ID number assigned to the student upon admission and a pin number issued specifically to the student through the Information Technology Department. The student must change their temporary password to a privately selected one for all future logins into the course. Students must follow the Lamar State College Port Arthur IT Policy requirements for password length, complexity, and change frequency. Students must accept responsibility for the security of their personal passwords.

The student is allowed access to the coursework only after the registration process is complete. Each time the student enters the course the ID and password must be verified. The college is continuing to seek additional and improved methods to help ensure that students participating in online courses, and taking online exams, are the same individuals enrolled in the classes as the online learning program develops. The two-tier approach ensures the confidentiality of the student and his/her coursework.

The privacy of all students, including Online Learning students, will be protected within the Learning Management System by:

1. Controlled registration of students and assignment of faculty to online courses.
2. Lamar State College Port Arthur issued username and password login required for course access.
3. Student information is separated from others within the Learning Management System and protected from outside intruders.
4. Faculty information is protected from student views within the Learning Management System and from outside entities.

Online Learning faculty will keep the concern for student privacy in the forefront of all activities related to Online Learning courses. Periodically Lamar State College Port Arthur will collect assessment data for research and reporting purposes, including statistical data and sometimes copies of student work. Students can be assured that all material the college

uses for assessment purposes will be kept confidential. To ensure anonymity, the name will be removed from any material Lamar State College Port Arthur uses for assessment purposes, including video-recorded performances, speeches, and projects. Online Learning faculty will inform students of anticipated ways their information or work may be used by the college in their course syllabi.

*Students are notified in writing at the time of registration or enrollment of any projected student charges associated with verification of student identity.

4.2 Family Education Rights and Privacy Act (FERPA)

The privacy of all students, including Online Learning students, will be protected through strict adherence to the rules of the Family Education Rights and Privacy Act.

Lamar State College Port Arthur complies with the Family Education Rights and Privacy Act (FERPA). FERPA prohibits the release of educational records without student permission. As are all students at Lamar State College-Port Arthur, students taking online courses are informed of their FERPA rights when they are provided access to the College catalog via the College website.

4.3 Release of Student Information

Federal privacy laws apply to college students. This means that college employees, including instructors, cannot divulge information to third parties, including parents and legal guardians of students. Even if the students are minors, information about their college work cannot be shared with anyone except in very limited circumstances.

Anyone requesting information about a student should be referred to the Registrar. Instructors will be notified in writing by that Office about what information may be released and to whom.

Remember that releasing private information about a student, however innocuous it may seem, can be a violation of federal law, with very serious consequences. Circumstances under which information may be released:

An adult student may submit, to the Registrar, a handwritten, signed note granting permission for release of information. The note must specify what information may be divulged, and it must specify the name of the person to whom the information may be given.

A parent or guardian may be given access to information about a student by providing a copy of a filed tax return that shows that the student was listed as a dependent of that parent or guardian. The tax return must be for last complete tax year. Again, this documentation must be submitted to the Registrar's Office.

A parent or guardian may be given access to information about a student if the student logs on to Mylamarpa and sends an email to the Registrar granting permission. The email must specify what information may be given and the name of the person to whom it may be given.

Section 5: Distance Education Courses

With the growth and rapid speed of the Internet, web-based courses have increased steadily in number. The nature of web-based courses varies with the needs of the instructor and students. In some cases, the instructor places 100% of the course on the web site and the students can complete the course work at their own convenience. In other courses, the instructor may require students to meet at a given time through web conferencing intended specifically to provide interaction between students and the instructor. Web-based instruction may indeed be a component of a traditional course, web conferencing or interactive video instruction. In some instances, students will be required to come to campus for online student orientation and to take one or more examinations.

5.1 Classifying Courses

Lamar State College Port Arthur Online learning's policy requires that all courses in which 100% of the class meetings are replaced by distance education be identified as a distance education course (See definitions of course types in Section 1.5). These courses are placed in the semester schedule according to the designation in the comment section. It is important to note that should circumstances prevent the delivery of a distance education course after it has been placed in the schedule, the course must be cancelled, and students notified in accordance with policies and procedures that are outlined in this document. Virtually any discipline area can adapt some traditional courses for delivery via the Internet. Numerous examples exist in areas such as business, education, humanities, science and mathematics. Courses that include field practice, internship and clinical experiences, and laboratories can be augmented by distance education.

5.2 Course Offerings

Courses delivered via online learning shall be regular Lamar State College Port Arthur academic department courses approved through the usual curriculum approval processes as defined by the appropriate academic units. There shall be no distinction in quality or standards of excellence between courses offered through distance education and those offered on campus. Courses offered via distance education shall have the same rigor and expected outcomes as resident offerings. Online Learning courses shall carry the same curriculum prerequisites as traditional courses.

Proposals for all new courses must include the following information and be forwarded to the Director of Online Learning

1. Justification for the proposed online course.
2. Full syllabus (in the same format as for a traditional course) outlining the topics to be covered in the course and how contact hours will be addressed.
3. Copy of the syllabus.
4. Delivery method.
5. Assessment method. A description of assessment methods (including pre-assessment of student capability to succeed in the distance education course) and

how those methods will be implemented (e.g., papers submitted via email, tests given online, etc.) should be included.

6. Interaction methods. The course syllabus will describe how faculty will interact with students and how students will interact with each other.

5.3 Course Approval Process

If a faculty member decides to develop a new online/hybrid course, he/she will follow the online/hybrid course approval process:

1. Complete the Online-Hybrid Course Proposal Form

2. Department Approval

3. Submit the Online-Hybrid Course Proposal Form to the Director of Online Learning for submission to the Online Learning Committee

4. The Director of Online Learning will notify the faculty member, division chair, and appropriate Dean of the outcome of the proposal.

5.4 Course Evaluation and Maintenance

Distance education course offerings shall be evaluated according to the course evaluation procedures in effect for on-campus courses. All online courses will be evaluated each semester by the Online Course Review Committee. The Committee will evaluate all courses using Blackboard's Quality Course Rubric. All courses must receive a score of 70 or higher for approval to continue. Courses receiving below a 69 must be redesigned with the help of Online Learning staff. The instructor has one full semester to make the corrections to unsatisfactory courses. Instructors must also enroll in an online instructor certification course within the current semester.

Additional items to be evaluated shall include the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty.

Records of evaluations and the analyses of the evaluations must be kept on file, as well as documentation of the practical use of the results of the evaluations in the improvement of course offerings.

5.5 Program Assessment

Every 2 years, the Director of Online Learning will conduct a program review to evaluate the overall quality of online learning programs at the college. The review will assess the program on an institutional level.

Topics will include, but are not limited to, the following:

1. Completion Rates
2. Technology Needs
3. Faculty Training and Professional Development
4. Student Preparation
5. Institutional Support
6. Academic Advising

5.6 Accessibility

A number of accessibility issues require accommodation in the design and implementation of distance education courses for special needs students.

To comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, all programs, services, and activities offered by Lamar State College Port Arthur must be accessible to and usable by persons with documented disabilities who have met the technical and academic standards for admission.

Online courses are required to be ADA compliant. For additional information on accommodation services, contact the Office of Disability Services.

> **Office for Disability Services**
> Laurie Marcantel, Coordinator
> Madison Monroe Building, Rm 231B
> (409) 984-6056
> marcantella@lamarpa.edu

Section 6: Faculty Support

The Department of Online Learning will provide faculty training on online teaching strategies, best practices, instructional design, universal design for learning, and how to navigate blackboard. Trainings will be offered each semester both on campus and online.

6.1 In-Person Training

Lamar State College Port Arthur online learning offers in-person training either on an individual basis or in group format located on campus throughout each semester.

6.2 Online Faculty Certification Program

Lamar State College Port Arthur online faculty are required to complete the Online Faculty Certification Program prior to teaching online. To request enrollment into the program, contact Roszella Offord, offordrm@lamarpa.edu.

- Online Faculty Certification consist of three one-hour courses.

Introduction to Blackboard

This course is designed to introduce faculty to the basic features of the Blackboard Learning Management System. Faculty will learn various course tools as well as discover communication and assessment features.

Instructional Design/Course Development

This course is designed to help educators deliver the promise of quality online learning. Using a course Review Rubric, instructors will become familiar with quality course design and evaluations. Faculty will also learn methodology, skills, and techniques necessary for aligning skills and knowledge to achieve learning outcomes.

Advanced Blackboard

This course is designed to introduce faculty to the advanced features of the Blackboard Learning Management System. Faculty will learn advanced tools and features that can enhance the quality of online courses.

Each instructor must pass the final exam with a minimum of 80 to complete the certification.

6.3 Continuing Education/Professional Development

All Distance Learning Faculty are expected to participate in a minimum of two professional development sessions concerning online learning per year. Sessions may include courses offered on or off campus.

Appendix 1: Online/Hybrid Course Development Form

ONLINE AND/HYBRID COURSE FORM

Print

Purpose: The purpose of this form is to demonstrate course equivalency for online and hybrid courses at Lamar State College Port Arthur. Approval is required at the initial online or hybrid offering and each time substantive changes are made. Once approved, sections of the same instructional method may be added to the class schedule in the term requested and future semesters without a deviation form required.

Definitions: *Online courses* are those that are taught exclusively online with no face-to-face class meetings. If instruction is delivered online but exams or other components of the course require face-to-face meetings with students, the course should be categorized as hybrid instead of online. *Hybrid courses* are those that utilize both online and traditional face-to-face modes of instructional delivery, and the scheduled in-class meeting time for the course is reduced to account for the online instructional component.

_____

Initiating Department:

Submitted by:

Course prefix, Number :

Course Title :

Initial Semester and Year:

Number of credits(if 0 ending course):

Course Description: A brief description of the course that, at a minimum, includes the University

Catalog description:

[ ]

[ ]

Instructional Method (check all that apply):

☐ Online

☐ Hybrid

Course Length (Select all that apply):

☐ 16 weeks

☐ 8 weeks

☐ 4 weeks

☐ 3 weeks

☐ 2 weeks

☐ Other (please specify) [ ]

Please attach the following course information for each Course Length selected:

- Course Description: A brief description of the course that at a minimum, includes the University Catalog description.

Approval of Online Delivery:

Department Head Signature: [ ]   Date: [ ]

Academic Dean/Designee Signature: [ ]   Date: [ ]

Director of Online Learning: [ ]   Date: [ ]

Routed/signed course approval forms are due to the Department of Online Learning by
November 1 for spring semester courses and April 1 for Summer and Fall semester courses.

Appendix 2: Blackboard Exemplary Course Rubric-Sample

Blackboard Exemplary Course Program Rubric

Blackboard Community Programs™

The Blackboard Exemplary Course Program(ECP) recognizes course creators whose courses demonstrate best practices in four major areas: Course Design, Interaction & Collaboration, Assessment and Learner Support. Courses are evaluated by a peer group of Blackboard clients using the ECP Rubric.

For more information on the Exemplary Course Program, please visit: blackboard.com/catalyst

Course Design addresses elements of instructional design. For the purpose of this program, course design includes such elements as structure of the course, learning objectives, organization of content, and instructional strategies.

	Exemplary	Accomplished	Promising	Incomplete
Goals and Objectives	• Goals and objectives are easily located within the course • Goals and objectives are clearly written at the appropriate level and reflect desired outcomes • Goals and objectives are written in measureable outcomes (students know what they are expected to be able to do) • Goals and objectives are made available in a variety of areas in the course (within the syllabus and each individual learning unit)	• Goals and objectives are located within the course syllabus or the individual learning units • Objectives are written to reflect desired learning outcomes, although not all are written as measureable outcomes • Students have some understanding of what is expected of them	• Goals and objectives are not easily located within the course • Goals and objective are not clearly written in measurable learning outcomes • Students may be unsure of what they are expected to be able to do • The level does not match the desired outcomes	• Goals and objectives are not easily located within the course • Some are missing and others poorly written • The level does not match the desired learning outcomes

	Exemplary	Accomplished	Promising	Incomplete
Content Presentation	• Content is made available or "chunked" in manageable segments (i.e., presented in distinct learning units or modules) • Navigation is intuitive • Content flows in a logical progression • Content is presented using a variety of appropriate mechanisms (content modules, single pages, links to external resources,) • Content is enhanced with visual and auditory elements; supplementary resources are made available and are well-integrated with other course materials (integrated publisher resources, e-textbooks, course manuals, etc.)	• Content is made available or "chunked" in manageable segments (i.e., presented in distinct learning units or modules) • Navigation is somewhat intuitive, but some "exploring" is required to determine the flow of content • Content is presented using a variety of mechanisms (content modules, single pages, links to external resources, RSS Feeds, print material) • Visual and/or auditory elements occasionally enhance the content; supplementary resources are made available (course CDs, textbooks, course manuals, etc.)	• Some content segments are overly large (or possibly too small) for the specified objectives • Navigation is only occasionally intuitive, thus the flow of content is sometimes not easily determined • The design does not avail of the content presentation tools (content modules, single pages, links) • Few or no visual and/or auditory elements are used to enhance the content • Supplementary resources may be made available (course CDs, textbooks, course manuals, etc.)	• Content is not "chunked" into manageable segments; • Navigation is not intuitive and the flow of content is unclear • The design does not avail of the content presentation tools (content modules, single pages, links) • No visual or auditory elements are used to enhance the content; • Supplementary resources are not made available (course CDs, textbooks, course manuals, etc.)