

WNCC Course Rubric Checklist Guidelines

WNCC's quest for Online Excellence centers on professional instructors delivering well designed courses. These principles are stated in the "WNCC Online Course Guidelines" and the "Best Practices" list. Both are available on the college Website through the [WebCT and Online Learning](http://www.wncc.edu/elearning/) page (<http://www.wncc.edu/elearning/>). This document incorporates the content of both of those policies in a checklist format that you, the instructor, can use as a roadmap in your course development. Because it closely follows the Guidelines and Practices, completing the items on this checklist almost guarantees that your course will be successfully vetted through the Peer Review Process.

The checklist is not meant to be an ending goal, but a beginning. Note that it does not specify what or how to teach. That's up to you and your division. The checklist simply presents in one place what you need to have in an online class to meet the college's guidelines. As you're working on your course when you satisfy one of the items on the list, check it off! That gives you an idea of what you have left to do. It's anticipated that you'll use the checklist when working with your mentor so that both of you are on the same page. It's also a great time management tool.

The first two sections, "Syllabus" and "Course Materials", contain detailed, item specific things that your class needs to contain. They're pretty much cut-and-dried. The third section, "Course Design", deals with the more theoretical aspects of your class. It's in this section that you address things like basic Web design, ascetics, and pedagogy. As such, these are open to a bit more interpretation than the first two sections. Your training and judgment as a professional will tell you how well you've met these requirements. The Guidelines and the Best Practices list detail what's expected. Use them!

Don't negate interaction with your peers, both those in your subject and those who teach on the Web in other areas. Their experience and knowledge can be extremely valuable. Just as good student to instructor communication is the bedrock of a successful online class, peer to peer communication expands your resource base and is the cement that holds together our online instructor community. Don't ever be afraid to ask someone for advice if you have a problem!

Good Luck! And, don't hesitate to ask someone if there's something you don't understand or if you have a problem.

WNCC Online Course Rubric

Draft Rubric Checklist

Course Content & Design

Syllabus (May be linked icon in course)

- Posted Online
- Course Description, Credits, etc.
- Course Objectives
- Relation to College/Div. Mission and Goals
- Course Requirements
 - Computer Skills Required
 - Hardware/Software Requirements
 - Est. Time/Week Required
 - Technical Competence Req'd.
 - Link to Online Tutorial
- Instructor Contact Info. (Use Table?)
 - Phone
 - Email
 - Instructors Home Page
 - Online Office Hours
 - On-Campus Office Hours
- Grading

Comments:

- Text Info.
 - Title, author, ISBN
 - Image
 - Other required materials
- Ground Rules/Policies
 - Participation Requirements
 - BBS Checking
 - Late/Missing Assignments
 - Student Responsibility
 - Net Etiquette
 - Syllabus/Assignment Changes
- Assignments (Link to page?)
 - Clearly delineated
 - What's required to complete
 - Resources/Reference location
 - Due Date
 - Format for submission

Course Materials

- Syllabus Link
- Course Contents
 - Introductory Letter/Lesson
 - Assignments Posted
 - 50%
 - 75%
 - 100%
- Communication (2 of 3 recommended)
 - BBS/Discussion Area
 - Chat
 - WebCT Mail

Comments:

- Quizzes/Assessments
- Grades
- Course Resource Links (Library, etc.)
- Help/WebCT resource links
- Calendar
 - Office Hour Dates
 - Assignment Due Dates
 - Testing/Assessment Dates
 - Anything Else Special

Course Design

- Logical Class Organization
- Intuitive, Consistent Navigation
- Page Design
 - All pages visually and functionally consistent
 - Text type & color easy to read
 - Background color/image does not interfere w/text
 - Graphics
 - included but not overused
 - size/subject appropriate

Comments:

- Content comparable to on campus class
- Timely/multiple student assessments
- Class Policies Readily Available
- Supports Diverse Learning Styles
- Directions are clear and distinct
- Assignments clear and appropriate
- Appropriate resources provided
- Adequate feedback/communication