

ONLINE DEVELOPMENT	COMMENTS:	POINTS:
General Appearance <ul style="list-style-type: none"> • Layout of online classroom is clear and effective • Layout of page is attractive • Graphics are clear and attractive 		
Media Quality <ul style="list-style-type: none"> • High quality graphics, video, and audio • Other media forms are well edited and attractive • Advanced techniques and technologies are used, if appropriate 		
Functionality <ul style="list-style-type: none"> • Online resources are easy for the learner to use; work effectively without glitches • Graphics are formatted and sized to operate smoothly according to recommended technical requirements • Links are up-to-date, relevant, and appropriate, with annotations regarding the type of linked file (video, sound, text, etc.) and location of the linked file (course site or new website); required plug-ins and other helper applications are clearly identified and easily accessible to the learner and make a contribution to the course, if applicable 		
Integration of Resources with Course <ul style="list-style-type: none"> • Required and supplemental resources are clearly linked to course syllabus, study guide, etc. • Supplemental resources are educationally beneficial and worth the learner's time and expense • Animation, video, or audio clips contribute to the understanding of the information; required plug-ins and other helper applications make a contribution to the course 		
Additional Comments		

(continued)

LEARNER SUPPORT	COMMENTS:	POINTS:
<p>Course Information/Tutorial Support</p> <ul style="list-style-type: none"> • Students receive all necessary information on how to contact the institution, distance education personnel, faculty or instructional assistants, and library staff (if appropriate) • Students have access to all required and supplemental resources • Class voice-mail and/or e-mail systems are provided to encourage students to work with each other and their instructor(s) 		
<p>Technical Support and Security</p> <ul style="list-style-type: none"> • Minimum and recommended technical requirements are clearly stated • Easily accessible technical assistance is available to all students throughout the duration of the course/program • Clear statement of virus checking policy given in courses where students are required to either download files or exchange files 		
<p>Schedule</p> <ul style="list-style-type: none"> • Summary of course expectations provided • Time estimates for lessons or for assignments are provided • Specific instructions on how and when to complete assignments are clear 		
<p>Student Interactivity</p> <ul style="list-style-type: none"> • Clear instructions regarding quantity and quality of interactivity. • General guidance regarding behavior in interaction with students and faculty. • Specific guidance regarding interaction in particular forums, including guidance regarding initial and follow-up postings 		
<p>Additional Comments</p>		