

Online course evaluation rubric

Checkpoint	Yes (1)	No (0)	Score
1. Site resides on the MSCC Blackboard server			
2. A backup master copy must be stored on the MSCC network (ask Sandy Cobb for assistance with this step)			
3. All vital content is contained within the Blackboard course site with the exception of external links (courses should not be dependent upon external links simply because these source can either change or disappear)			
4. Graphics are either .jpg or .gif			
5. Graphics are less than 100 kb.			
6. Scrolling is not required to view graphics			
7. Site contains a course syllabus			
8. Site contains a clear explanation of how points are earned			
9. Site contains all assignments for the entire course and makes them available for viewing at all times			
10. Site contains an accurate grade book			
11. Site contains lecture presentations for each lesson/chapter, beginning with the lesson objectives. Voice narration will be included and Impatica will be used to create streaming, talking lectures. These need to be within the Course Documents area of the course site.			
12. Navigation is consistent with other course sites on the MSCC Blackboard server			
13. Site contains a clear explanation of how communication and feedback will occur throughout the course			
14. Weekly communication as a group is incorporated (face to face for hybrid / virtual for totally online. AIM is a common chat tool to use for virtual chats.)			
15. Course site should not contain .doc, .xls or .ppt files, unless such files are for template use. Alternatively, these file types should be converted to either: <ul style="list-style-type: none"> o pdf via Adobe Acrobat o HTML via SoftChalk o Impatica <ul style="list-style-type: none"> ▪ Adobe Acrobat, SoftChalk and Impatica are available to all MSCC instructors ▪ When converting PowerPoint presentations to .pdf for printing, the recommendation is 4 slides per page 			
A score of 15 is required for the course to go live.	Total Score		