



Evaluating Major Course Components

Course Component	Score 1 Criteria (Not Acceptable)	Score 2 Criteria (Needs Work)	Score 3 Criteria (Benchmark)	Score 4 Criteria (Outstanding)
General Course Information	No information available on the course site	Brief or incomplete information given	Detailed, complete information given, including course objectives, & explanation of embedded standards	Very thorough and complete. Objectives clearly stated. Any embedded standards are fully described.
Course Syllabus or Course Outline	No information available on the course site	Brief or incomplete information given	Detailed, complete information given with course timeline.	Very thorough and complete. Includes a suggested course calendar for completing unit tasks.
Teacher's Expectations of Students	No information available on the course site	Information given is brief and general	Specific expectations are given (i.e. chat attendance 2/wk), grading policy and required components clearly stated.	Score 3 criteria are met. Additional info given for going beyond what's required.
Site Organization	Organizational scheme not evident on the course site	Hard to follow without teacher interaction	Easily understood and followed without teacher interaction	Intuitive and easily understood. Course site contains "site map" Directions frequently lead the user back to a familiar location
Staff Information	Only a name and email address provided	Very basic contact information and office hours given	Detailed information for teacher contact. Short biography	Score 3 criteria met, plus additional items of interest to students and parents

Communications	No expectations about the use of communications tools (chat, bulletin board, email) are posted.	Expectations posted for the use of communication tools are minimal, or not clearly stated.	Expectations for the use of communication tools are clearly stated and used by the instructor in student evaluations	Score 3 criteria are met. Students are encouraged to use communications tools to develop collaborations with other students, not necessarily involving the instructor
External Links/Resources	No external links or resources are posted on the course site	External links and resources provided are minimal, are not relevant to course content, or do not work properly	External links and resources are relevant to course material, strengthening course content.	External links and resources provide students with additional opportunities to delve deeper into subject matter, as desired.
Assessment Tools	No feedback mechanism is provided for the instructor to monitor student progress. The student has no way of knowing how they are doing.	There is only minimal use of online quizzes, graded worksheets, and assignments for student assessment. Students are given minimal feedback on their progress.	A variety of assessment tools are used by the instructor. Progress reports are available for the student.	Assessment tools are provided as a way for the student to self-assess, and for the instructor to monitor student progress. Reports and feedback are always available to the student.
Correlation to Standards	The embedded standard is not described on the course site.	The embedded standard is described on the course site.	The embedded content standard is described and the requirements for meeting the standard are clearly stated.	Score 3 criteria are met and individual movement toward achieving the standard is tracked and reported to the student

Course Component Score Sheet

Course Title: _____

Course Components	Score	Comments
General Course Information	_____	_____
Syllabus/Course Outline	_____	_____
Expectations of Students	_____	_____
Site Organization	_____	_____
Staff Information	_____	_____
Communications	_____	_____
External Links/Resources	_____	_____
Assessment Tools	_____	_____
Correlation to Standards	_____	_____

Total Score _____
(Total possible = 36)

Additional Comments: