Distance Learning Classroom Observation Form
Requirements for Teaching Distance Learning Classes

The instructor is required to:

1. Evaluate and return graded assignments in a timely manner and provide feedback on assignment to facilitate student preparation of future assignments.
2. Describe the evaluation process, including how assignments are scored and final grades determined.
3. Maintain a list of active resources and links to appropriate online resources within the course shell.
4. Keep a record of all graded activities in a secure, private, and accurate manner.
5. Respond in a timely manner to questions regarding the course or learning materials:
   - within a 48-hour period on weekdays
   - daily during the first week of the term.
6. Provide and facilitate a forum for student questions.
7. Design learning activities that promote CGCC core learning outcomes.
8. Where appropriate, encourage student-student collaboration and interaction.

Course _____   Instructor _____

Reviewer _____   Date _____

Online teaching expectations, 1 lowest, 5 highest	1	2	3	4	5
1. Evaluates and returns graded assignments in a timely manner and provides feedback on assignment to facilitate student preparation of future assignments.					
2. Describes the evaluation process, including how assignments are scored and final grades determined.					
3. Maintains a list of active resources and links to appropriate online resources within the course shell.					
4. Keeps a record of all graded activities in a secure, private, and accurate manner.					
5. Responds in a timely manner to questions regarding the course or learning materials: within a 48-hour period on weekdays / daily during the first week of the term.					
6. Provides and facilitates a forum for student questions.					
7. Designs learning activities that promote CGCC core learning outcomes.					
8. Where appropriate, encourages student-student collaboration and interaction.					

Comments by Reviewer: (continued on next page)

Comments by Reviewer:

Instructor Signature: _____ Date: _____

Observer Signature: _____ Date: _____