



# Online/Virtual Classroom Observation Form

**Important:** Download the latest version of Adobe Reader and use it to open and edit this form. [Click Here](#) to download it.

<b>Instructor</b>		<b>Date</b>	
<b>Class Observed</b>		<b>Time</b>	
<b>Observer</b>		<b>Department</b>	

**Directions:** Be sure to use the latest version of Adobe Reader to open and edit this document. Using the table below, please evaluate the instructor's classroom instruction for this observation using the following scores: **1 = Needs Improvement**, **2 = Satisfactory**, or **3 = Excels**. When you finish the evaluation, please be sure to sign the document using the "Fill & Sign" feature of Adobe Reader. If you have questions or need assistance, please contact the Teaching & Learning Center.

### Organization

Criteria	Supervisor Evaluation
The course navigation menu is organized, concise, and intuitive.	
There is a "Begin Course Here" section with information to help students get started in the course.	
The instructor's syllabus is posted and easy to access.	
Instructor contact information is clearly available.	
Lessons are paced appropriate.	
Course topics are presented in a logical sequence.	
Course is up-to-date and free of dead links.	

### Presentation

The appearance of the page is appealing (i.e. text colors are easy to read, course colors are acceptable, the course banner is acceptable, etc.)	
The course content is presented to students in a variety of ways (i.e. videos, reading assignments, interactive modules, publisher content, etc.)	
It appears that the instructor is offering instruction on a regular basis (i.e. teaching through the announcements, video announcements, documents assisting students with difficult content, etc.)	
Directions are clear on how students should complete the course requirements.	
Assignment due dates and times are clearly provided.	
Required and optional materials and/or activities are clearly delineated.	
Students are provided with descriptive criteria as to how their work and participation will be graded.	
Conveys the purpose of each class activity or assignment.	
Course materials are offered in ways that easily accessible and/or downloadable.	
Students are directed on how they should seek assistance when needed.	

### Interaction

Communications with students are respectful and professional.	
Instructor uses multiple forms of communication and/or interaction with students (i.e. messages, email, discussions, announcements, etc.)	
Instructor responds to students in a reasonable amount of time.	
Instructor moderates discussion forums and evaluates them in a reasonable amount of time.	
Actively encourages students to participate in the course.	
Offers both positive feedback and constructive criticism during the grading process.	
Netiquette expectations are clearly stated and enforced.	
It is evident that the instructor is present, proactive, and engaged in the course.	

## Content Knowledge and Relevance

Course materials are at an appropriate level for students.	
Through the course organization, communications, or chosen course materials/activities, the instructor has demonstrated a command of the subject matter.	

Evaluation Total Score

## Observation Summary

<p><b>What were the instructor's major strengths as demonstrated in the observation?</b></p>	
<p><b>What suggestions do you have for improving the instructor's skills or methodology?</b></p>	
<p><b>If this was a repeat observation, what progress did you discern in the instructor's skills?</b></p>	
<p><b>Additional Comments?</b></p>	

***I have observed this instructor's class and have included any relevant information in this observation form.***

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date

***This observation has been discussed with me and I understand that a copy is available to me. My signature does not mean that I concur with or object to the contents of this document. It means only that I acknowledge the observer did come to my class and that I have had the opportunity to read the evaluation document.***

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date