

## Online Observation Form for Faculty

**Faculty Member:** \_\_\_\_\_

**Course/Section Observed:** \_\_\_\_\_

**# Students Registered** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

**5**  
**Excellent**

**4**  
**Above Average**

**3**  
**Average**

**2**  
**Below Average**

**1**  
**Poor**

**NA**  
**Not Applicable**

	<b>Rating</b>	<b>Comments</b>
<b>1. Header:</b> The Moodle class has the header containing the required course and instructor information.		
<b>2. Attendance Assignment:</b> The Mandatory Attendance Assignment is conspicuous and clear with the proper date evident.		
<b>3. Organization:</b> The flow of activities and information is clear.		
<b>4. Contact Information:</b> Additional means to contact the instructor besides Moodle messages is clearly displayed.		
<b>5. Class Level:</b> The professor presented material at a level appropriate to the course.		
<b>6. Syllabus:</b> The professor's syllabus includes a description of course content, the means by which students will be evaluated, grading standards, and other relevant information.		
<b>7. Grades:</b> It appears that grades are completed in a timely manner with appropriate feedback to students.		
<b>8. Other:</b> Are there any other items of note, including best practices?		