**BHSU Online Course Self-Review Rubric***(Developed using the SDBOR Online Course Quality Assurance Rubric)  
 (AAC Guideline 2.3.8.B(1)* *- Last Revised 02/2021)*<https://sites.google.com/site/sdborqa2020>

**Semester:** (Download this form to fill it in. If you are using a MAC, please email id@bhsu.edu to receive a copy via email.)

**Course Number:**

**Course Name:**

**Name of the Instructor:**

**Self-Review Date**:Use the dropdown menu to add the date

**Review w/ Instructional Design Date**:Use the dropdown menu to add the date

**Notes:** *We will add additional information during the course review meeting*

*In Course Syllabus:*

Institution Logo **OR**  Name of the University  Course Duration

Academic Term/ Year  Course Title  Semester Hours

Course Prefix / Number / Section (*example*: SPED 100-BT1)   
Course Meeting Location  D2L **OR**  Publisher’s Website

*Census Date:* Last Day to Add/Drop Course without a transcript entry

Last Day to Drop Course with an automatic “W”   
 IDEA Surveys administered

*In D2L:*

Course Syllabus *(Required)*   
 BHSU Getting Started ‘*Updated’*  BHSU Course Info ‘*Added’*

1. **Course Overview & Introduction**

The overall design of the course, navigational information, as well as course, instructor and student information are made transparent to the student at the beginning of the course.

* 1. *Navigational instructions make the organization of the course easy to understand.*

[**REQUIRED**]   
*One of these*

Read Me First’ document  Course navigational instructions

Course tour, describing the major features of the course.  News item

Other *(Provide details here)*

* 1. *A statement introduces the student to the course and to the structure of the student learning, as well as how the student will be successful in the course.*

[**REQUIRED**]

Course Syllabus added online in D2L:  Yes  No

*In the Course Syllabus:*   
 Catalog Description  Additional Course Description (*optional*)

Course Grading Criteria  Course Schedule  Online Attendance Policy

*In D2L: (at least ONE of these items)*

Welcome News item  Welcome Video  Frequently asked questions

Introduction Letter  Read Me First

A scavenger hunt or syllabus quiz as one of the first week’s assignments

Other *(Provide details here)*

Instructions for assignment submissions:  Yes  No

If yes, in  Syllabus  D2L  Publisher’s Website

1. *The instructor facilitates and participates in an interactive introduction activity with students during the first week of the course.*[**REQUIRED**]

*(at lease ONE of these items) The instructor provides a personal introduction*

A document  A website  A video  In the Interactive Student Introduction

*Students submit an initial response & respond to one or more classmates.* As a discussion item in D2L  Uses an external website like Flipgrid / VoiceThread

*Interactive Student Introductions activity*

Included in Week 1  Graded  Ungraded

1. *Netiquette expectations with regard to discussions and course communication are clearly stated.* [**Recommended**]

Yes. General Netiquette information is available in D2L - under the Help tab > BHSU Faculty Tutorials > Course Design & Quality > Netiquette.

*If additional information is provided:*   
A paragraph/a statement for ‘Participation in the discussions/Email Communication with the instructor/classmates)  Yes  No  
If yes,  Syllabus  D2L

1. *Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.*

[**Recommended**]

Technology required (hardware, software, etc.)

Syllabus  D2L

Technology skills required

Syllabus  D2L

Other skills required/recommended (specific programs, calculator, devices etc)

Syllabus  D2L

1. **Learning Outcomes**

Learning outcomes are clearly defined and explained. They assist the student to focus learning activities.

* 1. *The course provides learning outcomes that are measurable.*

[**REQUIRED**] [*Measurable Action Verbs*](https://www.bhsu.edu/Academics/Academic-Affairs/Instructional-Design/Course-Design/_docs/Blooms-Taxonomy---Best.pdf)

Measurable action verbs are used in the student learning outcomes  
 Learning Outcomes are specified in the Syllabus   
 *(Optional)* Learning outcomes are also specified in D2L

* 1. *The learning outcomes address content mastery, critical thinking skills, and core learning skills.*

[**REQUIRED**]

Yes  No

* 1. *The learning outcomes of the course are clearly stated and understandable to the student, and clear instructions are provided to students on how to meet them.*

[**REQUIRED**]

Yes  No

* 1. *Learning outcomes are articulated and specified on the module/unit level.*

[**Recommended**]

Yes  No

1. **Assessment & Measurement**

Assessment strategies use established ways to measure effective learning, assess student progress by reference to stated learning objectives, and are designed as essential to the learning process.

* 1. *The types of assessments selected measure the stated learning outcomes and are aligned with course outcomes, activities, and resources.*

[**REQUIRED**]

Yes  No

* 1. *The grading policy is transparent and easy to understand.*

[**REQUIRED**]

*In the Course Syllabus:*

Grading Policy (example: 90-100% = A, 80-89% = B, etc.)

Grading Criteria - List of all assessment items with possible points in the course (example: 2 exams x 100 points = 200 points, etc.)

*In D2L:*

Grades for the assessment items are provided in  D2L  Publisher’s Website

Grades in D2L/Publisher’s website aligns with the Grading Criteria in the Course Syllabus

Rubrics (optional)  Rubrics feature in D2L (optional)

Grading checklist (optional)

* 1. *Assessments and measurement strategies provide timely and detailed feedback to the student.*

[**REQUIRED**]

Statement addressing when to expect feedback and grades

Syllabus  D2L  Publisher’s Website

Statement addressing where feedback and grades are provided

Syllabus  D2L  Publisher’s Website

Information about additional strategies how feedback is provided *(Example: Rubrics, Peer Review etc.)*

* 1. *The types of assessments selected, and the methods used for submitting assessments are appropriate for the distance-learning environment.*

[**Recommended**]  
*Where:*

In D2L  Publisher’s website  Both D2L & the Publisher’s website

Other *(Provide details here)*

*What type:*

Quizzes  Exams  Discussions  Written Assignments

Research Paper(s)  Research Project(s)  Performance Demonstration

Other *(Provide details here)*

*Type of Quiz / Exam:*

Multiple Choice  True/False  Short Answer  Essay(s)

Other *(Provide details here)*

*For Quizzes / Exams - used the following features:*

Auto graded  Time allowed  Attempts allowed

Randomized Questions  Randomized Answers

Respondus Lockdown Browser  Respondus Monitor

*If Respondus Lockdown Browser/ Monitor are used, a sample test is given (during Week 1) to help students acquaint themselves with the software*

Yes  No

*For Dropbox assignments, Turnitin is used, to check similarity of the submitted documents:*

Yes  No

*If Turnitin is used, provided an opportunity for students to use and become familiar with the tool through an ungraded Dropbox folder with the setting ‘Do not store submitted papers’ for the entire semester.*

Yes  No

* 1. *If appropriate, self-check/practice types of assignments are provided for quick student feedback.*

[**Recommended**]

Yes  No

Other *(Provide details here)*

1. **Resources & Materials**

Instructional materials are sufficiently comprehensive to achieve announced objectives and learning outcomes and are prepared by qualified persons competent in their fields.

* 1. *The instructional materials support the stated learning outcomes, and have sufficient breadth, depth, and currency, for the student to learn the subject.*

[**REQUIRED**]

Textbook  External Videos  External Websites  Journal Articles

BHSU Online Library Resources

MS PowerPoints

Instructor Developed  From the Publisher

Video Lectures / Resources

Instructor Developed  From the Publisher

Audio Lectures / Resources

Instructor Developed  From the Publisher

Other *(Provide details here)*

* 1. *Instructional materials are presented in a format appropriate to the online environment, are easily accessible to and usable by the student, and are consistent in organization.*

[**REQUIRED**]

Yes  No

* 1. *The course design includes instructional materials presented via multiple modalities.*

[**Recommended**]

Yes  No

* 1. *All resources and materials used in the online course are appropriately cited and sourced.*

[**Recommended**]

Yes  No

* 1. *The purpose of the course elements (content, instructional methods, technologies, and course materials) is evident.*

[**Recommended**]

Yes  No

1. **Learner Interaction**

The effective design of instructor-student interaction, meaningful student cooperation, and student-content interaction is essential to student motivation, intellectual commitment, and personal development.

* 1. *The learning activities promote the achievement of stated learning outcomes.*

[**REQUIRED**]

Yes  No

* 1. *Learning activities foster regular and substantive instructor-student interaction, as well as content-student - and if appropriate - student-student interaction.*

[**REQUIRED**]

*Instructor-Student interaction is occurring in:*  D2L and/or  Publisher’s Website  
 Self-Introduction  Audio/Video lectures (live/recorded)

Office hours  Discussion postings and responses  News items in D2L  Feedback on assessment items  one-to-one email communication  
 Other *(Provide details here)*

*Student-Content interaction is occurring as follows in*:  D2L and/or  Publisher’s Website

Discussion postings and responses  Auto-graded Quizzes/Exams

Instructor-graded Quizzes/Exams  self-assessment exercises  Essay(s)

Research paper(s)  Research project(s)  Group Projects  Other *(Provide details here)*

*Student-Student* *interaction is occurring as follows in:*  D2L and/or  Publisher’s Website

self-introduction discussion or exercise in:  D2L or  External App / Website

discussion postings and replies  group discussion postings and replies

group projects/assignments  Peer review/evaluation

Other *(Provide details here)*

* 1. *The expectations of the instructor are clearly defined, including how, when, and where the instructor will interact with students.*

[**REQUIRED**]

Information is provided about the following in the:  Course Syllabus  D2L

Office Location  Office Hours  Phone number  Email

Availability  Turn-around time for email/phone questions

How and where to ask general course questions

*See III.3* - When to expect feedback and grades *(added here to address this standard)*

*See III.3* - Where feedback and grades are provided *(added here to address this standard)*

*(optional)* Virtual meetings are offered

Other *(Provide details here)*

* 1. *The importance and real-world significance of the subject matter is clearly demonstrated and, if possible, connected to students' backgrounds.*

[**Recommended**]

Yes  No

If yes, if you wish to, briefly describe your response

* 1. *The requirements for course interaction are clearly articulated.*

[**Recommended**]

Yes  No

1. **Course Technology**

To enhance student learning, course technology enriches instruction and fosters student interactivity.

* 1. *The tools and media support the learning outcomes of the course and are integrated with texts and lesson assignments.*

[**REQUIRED**]

Yes. All learning materials are integrated into modules/weeks in D2L to better illustrate how they relate to the content - aligning with the Course Schedule, *instead of placing all learning resource files in one location*.

No

* 1. *The tools and media enhance student interactivity and guide the student to become a more active learner.*

[**Recommended**]

Yes  No

* 1. *If utilized, third-party tools/content are easily accessible to students, and clear instructions are provided to articulate how to access/utilize them.*

[**Recommended**]

Yes. All third-party materials are directly linked in D2L.  No

Other *(Provide details here)*

* 1. *The tools and media are compatible with existing standards of delivery modes.*

[**Recommended**]

Yes  No

1. **Learner Support**

Courses are effectively supported for students through fully accessible modes of delivery, resources, and student support.

* 1. *Course instructions articulate or link to clear descriptions of academic, student, and technical support services offered.*

[**REQUIRED**]

Yes. All support services information is available in D2L under the tabs - BHSU Resources and Help.  Other *(Provide details here)*

* 1. *If third-party tools and/or content are utilized by the course, clear instructions are provided to students on how they will receive support for these tools.*

[**Recommended**]  
 Yes  No

Syllabus  D2L – directly linked in D2L  Publisher’s Website

Other *(Provide details here)*

* 1. *Course instructions articulate or link to tutorials and resources that answer basic questions related to research, writing, technology, etc.*

[**Recommended**]

Yes  No  Other *(Provide details here)*

1. **Accessibility**

The course is accessible to all students.

* 1. *The course acknowledges the importance of ADA requirements.*

[**REQUIRED**] [*https://www.bhsu.edu/student-life/student-services/Disability-Services/*](https://www.bhsu.edu/student-life/student-services/Disability-Services/)

Yes, SDBOR approved ADA Statement is added in the Course Syllabus.  
 No

* 1. *If any third-party tools and/or content are utilized by the course, they are compliant with accessibility standards, or equally effective accessible alternatives are provided.*

[**REQUIRED**]

Yes  No  Other *(Provide details here)*

* 1. *The course is compliant with current accessibility standards.* [*https://sites.google.com/site/sdborqa2020/standards/accessibility/3*](https://sites.google.com/site/sdborqa2020/standards/accessibility/3)

[*(The ‘Yuja Panorama’ accessibility course report in D2L available under Course Tools > Panorama Accessibility Dashboard provides* [*alternative formats*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhelp.blackboard.com%2FAlly%2FAlly_for_LMS%2FStudent%2FAlternative_Formats&data=04%7C01%7CPrasanthi.Pallapu%40bhsu.edu%7Ccb6c781d0c0e4e588a3008d97d127633%7C9bfcf28b3a114fd7a8138f519cdb0db2%7C0%7C0%7C637678340533392135%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=kSEFGD7kEmV67hocIyngnIx19QsXoM9NWWocwwuixvU%3D&reserved=0) *to download. It does not check accessibility for all items, external resources etc.)*

[**REQUIRED**]

Yes  No  Other *(Provide details here)*

*(We will add the Course Accessibility Report here during the course review meeting).*

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