



Digital Courseware Instructional Practice

LEARNING FOUNDATIONS

1	Instructor facilitates critical thinking.
2	Learning outcomes build upon existing knowledge.
3	Courseware activities are appropriately paced for the intended learners and are evenly distributed across modules.
4	Instructor structures learning activities to promote student-to-student interactions.
5	Instructor provides a variety of assignment types to enable different learners opportunities to demonstrate skills.

FACULTY ENGAGEMENT

1	Instructor provides a personalized bio and statement that welcomes students to the course in text or video format.
2	Instructor utilizes accessible online grade book and posts grades promptly.
3	Instructor demonstrates concern for student issues/outcomes.
4	Instructor is flexible and responsive to student needs, revising course directives as needed.
5	Instructor uses strategies that encourage students to be self-directed and take responsibility for their learning.
6	Instructor finds opportunities for student affirmation.

Note: The order of quality indicators within each category does not signify rank of importance. They are provided in random order.

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STUDENT ENGAGEMENT

1	Discussions are meaningful, aligned with course learning outcomes, and provide opportunities for critical thinking.
2	Instructor clearly states expectations for participation in discussion forums and other class communication.
3	Instructor demonstrates presence by engaging actively and frequently throughout the course.
4	Instructor provides a space for students to post an introduction and share appropriate parts of their personal life to develop the online learning community.
5	Instructor provides clear and specific course expectations as to assignment/discussion forums.
6	Instructor models effective communication techniques and netiquette.
7	Instructor communicates to students what they should know in order to focus on learning.

COURSE FUNDAMENTALS

1	Instructor frequently reviews course design.
2	Student feedback (for course improvement) is encouraged and requested.