***Classroom Observation Form for Faculty Teaching Online Synchronous***

|  |  |  |
| --- | --- | --- |
|  **Evaluatee:** Click here to enter text.  | **Course/Section Observed:** Click here to enter text.  | **# Students Registered:** #  |
|  **Evaluator:** Click here to enter text. | **Date/Time of Synchronous Class Observation:** Click here to enter text. | **# Students Present:** \_#\_  |
|  **Dates of 7-Day Consecutive Period of Online Observation:** Click here to enter text. | **# Students Present:** \_#\_  |

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** | **4** | **3** | **2** | **1** | **NA** |
| **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** | **Not Applicable** |

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments** |
| 1. **Objectives:** At the beginning of the synchronous class meeting or at another appropriate time and in the unit module, the professor made a clear statement of the objectives of the class meeting and module connected to the Student Learning Outcomes of the course.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Preparation:**

 **A. Synchronous Meeting:** The professor was well-prepared for class with necessary materials. | Select Rating... | Click or tap here to enter text. |
|  **B. Online Content/Materials:** The professor also provided students with online access to all necessary materials for the lesson or assignment, appropriate to the contact hours of the period observed, using the district-approved learning management system. | Select Rating... | Click or tap here to enter text.  |
| 1. **Organization:**

 **A. Synchronous Meeting:** The professor presented material during the synchronous class meeting in an organized manner. | Select Rating... | Click or tap here to enter text.  |
|  **B. Online Content/Materials:** The professor presented the course and unit material in an organized manner and provided clear and consistent guidance about access to and navigation of course content related to the synchronous portion of the class.  | Select Rating... | Click or tap here to enter text.  |
| 1. **Clarity:** The professor presented instructional material clearly both during the synchronous class meeting and online using the approved learning management system.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Expertise:** The professor displayed expertise in the subject.
 | Select Rating... | Click or tap here to enter text. |
| 1. **Class Level:** The professor presented material at a level appropriate to the course.
 | Select Rating... |  Click or tap here to enter text.  |
| 1. **Teaching Methods:** The professor provided instruction in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process. When appropriate, the professor combined methods of instruction (such as group activities using breakout rooms; discussions; text, audio, video, images and/or graphics etc.).
 | Select Rating... |  Click or tap here to enter text.  |
| 1. **Connecting Components:** The professor connected synchronous and asynchronous online portions of the class to create a fully-integrated course with continuity of instruction.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Controversial Material:** When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Respect:** The professor treated all students respectfully.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Faculty/Student Interaction:** The professor provided regular faculty-initiated substantive interaction and instruction (appropriate to the units offered for the course).
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Student/Student Interaction:** The professor created opportunities for student-to-student interaction (either synchronously, asynchronously, or both, as appropriate to the instructional delivery).
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Comprehension:** The professor periodically checked student learning and modified teaching strategies as necessary to increase effectiveness in achieving outcomes.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Responsiveness:** The professor encouraged students to ask questions. The professor was attentive to student questions and/or comments.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Online Class Management:** The professor’s use of the district-approved learning management system and video-conferencing software demonstrated technical skills necessary for managing an online synchronous class.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Online Accessibility:** The professor’s course design and materials ensure that all students including those with disabilities can fully participate in the course (by using techniques such as page headings, descriptive links, lists, alternative text for images, video captions edited for comprehension where appropriate; color contrast; etc.).
 | Select Rating... | Click or tap here to enter text.  |

***Non-Classroom Observations***

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments** |
| 1. **Course Outline:** The professor’s syllabus conforms to the existing course outline of record.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Syllabus:** The professor’s syllabus includes a description of course content, contact information, communication policy (including instructor response time for student inquiries and assignment feedback), office hours, the means by which students will be evaluated, grading standards, and other relevant information.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Evaluation Process:** The professor participated in the evaluation process in a professional and timely manner.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Professional Obligations:** The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).
 | Select Rating... | Click or tap here to enter text.  |