



# Practice Exercise

## Using the *Evaluation* Checklist Items to Evaluate an Existing Site

Use the Evaluation Checklist to evaluate an e-learning course site.

The checklist here provides a sample of different items from Evaluation categories which follow. We recognize that you may not be able to answer all items with the information at a given website, but still wanted you to have the opportunity to consider elements from this checklist. If an item is not visible, observable or viewable, please include that remark in the comments area for that item.

Evaluation of E-Learning Content Development Process

Evaluation of E-Learning Environment

Evaluation at the Program and Institutional Levels

Assessment of Learning

**Tip:** You may want to use the site Search tool and enter a key word (for example, “assessment” Or “design team” to more quickly locate information to answer a survey item.

### *Evaluation of E-Learning Content Development Process*

Rate the products of various stages of e-learning content development process.

Stages	Product Type	Product Quality					Comments
		Excellent	Good	Fair	Poor	NA	
	•						
	•						
	•						
	•						
	•						
	•						
	•						
	•						
Production	• <i>Course Materials</i>						

	•						
	•						
	•						
	•						
	•						
	•						
	•						

### ***Evaluation of E-Learning Environment***

How is instructor's or trainer's level of enthusiasm in teaching the course?

- ☐ Excellent  
☐ Good  
☐ Fair  
☐ Poor

Rate the instructor or trainer's performance in promoting online interaction in the course?

- ☐ Excellent  
☐ Good  
☐ Fair  
☐ Poor  
☐ Not applicable

Rate the overall **presence** of learner support staff involved during the instructional stage. (check all that apply):

Role of Individual (Learner Support)	Individual Name	Performance					
		Excellent	Good	Fair	Poor	NA	Comments
Technical Support Specialist							
Library Services							
Counseling Services							
Customer Service							
Other (specify)							

Rate the overall **presence** of administrative support services. (check all that apply):

Administrative Support	Performance					
	Excellent	Good	Fair	Poor	NA	Comments
Admission						
Registration						
Payment						
Bookstore						
Financial Aid						
Other (specify)						

### ***Evaluation of E-Learning at the Program and Institutional Levels***

Check if an online evaluation method (e.g., evaluation forms) is in place by the institution or by the program to evaluate the performance of individuals and support services. There can be a single evaluation instrument for each individual or a combined evaluation instrument for the course, program and institution.)

Check all that apply: NA = Not Applicable NV = Not Visible

Individual and Support Services	Online Evaluation Method Available?				
	Yes	No	NA	NV	Other
Director					
Project Director					
Business Developer					
Consultant / Advisor					
Research and Design Coordinator					
Content or Subject Matter Expert					
Instructional Designer					
Interface Designer					
Copyright Coordinator					
Evaluation Specialist					
Production Coordinator					
Course Integrator					
Programmer					
Editor					
Graphic Artist					
Multimedia Developer					
Photographer/Videographer					
Learning Objects Specialist					
Quality Assurance					
Pilot Subjects					
Delivery Coordinator					
Systems Administrator					
Server/Database Programmer					
Online Course Coordinator					
Instructor(or Trainer)					

Instructor Assistant					
Tutor					
Discussion Facilitator/Moderator					
Customer Service					
Technical Support Specialist					
Library Services					
Counseling Services					
Administrative Services					
Registration Services					
Marketing					
Other (specify)					

Check the status of accreditation review by accrediting agencies:

Name of Accreditation Agency	Review Status	
	Satisfactory	Unsatisfactory

Rate the performance of e-learning marketing by the institution:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Not applicable
- ☐ Not visible

Rate the **evidence** of institution's e-learning partnerships with other institutions:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Not applicable
- ☐ Not visible

Does the course use instant feedback button on most screens/pages in order to receive learners' feedback for improvement of the course?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course have an archive of previous students' evaluations of the course?  
(Note: Most online courses are modified/updated every semester based on new contents and students' evaluation. Therefore, previous students' evaluation reports can sometime be irrelevant and misleading. Professor Christopher Dede

of Learning and Teaching program at the Harvard University posts students evaluation from the previous semester. URL:

<http://www.gse.harvard.edu/~dedech/502/T-5022.pdf>)

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course conduct pilot testing with target population?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course offer students an opportunity to give feedback to the institution about the quality and benefits/disadvantage of the course?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the institution conduct regular surveys to find out student satisfaction about the course?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Do students recommend the course to others?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does anyone in the institution (e.g., program director, department chairman, or training manager) review transcripts of instructor's feedback in online facilitation to evaluate his or her performance?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible
- ☐ Other (specify)

Is the learning environment interactive? (Note: A well-design learning environment should provide interactive experiences for it various learning tasks. When learners are engaged, they learn and enjoy.)

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Rate the quality of e-learning orientation sessions (provided by the institution) for the following stakeholder groups? (check all that apply):

Role of Individual	Quality					
	<i>Excelle</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>NA</i>	<i>NV</i>
Students						
Instructor						

### Assessment of Learners

How is the learner's assessment on various parts of the course administered?

Check all that apply:

- ☐ Pre-test
- ☐ Post-test
- ☐ Diagnostic test
- ☐ Topical/Research Paper
- ☐ Group Projects
- ☐ Individual Project
- ☐ Online Presentation
- ☐ Assignments
- ☐ Proctored online tests
- ☐ Proctored written tests
- ☐ Portfolio development
- ☐ Case studies
- ☐ Lab report
- ☐ Journal (Web logs or blogs)
- ☐ Not applicable
- ☐ Other (specify)

Are assignment types selected for the course appropriate for the content types?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Other (specify)

Check if any of the following test formats used for in the course:

- ☐ Multiple choice
- ☐ True/false
- ☐ Fill-in-the blanks
- ☐ Short Answer
- ☐ Essay questions
- ☐ Randomized quizzes
- ☐ Timed quizzes
- ☐ Quizzes with possible retries
- ☐ Scoring online
- ☐ Score analysis
- ☐ Score reporting online
- ☐ Not applicable
- ☐ Other (specify)

Does the course provide students with clear grading criteria?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible
- ☐ Other (specify)

What is the timeline to provide instructor's feedback on assignments? (Note: Feedback timeline will depend on type of assignment.)

- ☐ Immediate
- ☐ Within a week of the assignment's receipt
- ☐ Within two weeks of the assignment's receipt
- ☐ Within a month of the assignment's receipt
- ☐ Open time
- ☐ Not applicable

Does the course give sufficient time to student to complete course assignments?

- ☐ Yes
- ☐ No
- ☐ Not applicable (e.g., self-paced)

Does the course require students to log on to course Website during certain periods of time (e.g., at least once a week) as proof of their attendance?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If yes, does the instructor or facilitator contact the absent students?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course require student to participate in online discussions?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

If yes, how (check all that apply):

- ☐ by posting to main discussion topic/questions posted by instructor or facilitator
- ☐ by responding to other students' posting of the original topic/question
- ☐ other

Does the course clearly explain how student's discussion participation contributes toward student's grade?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course accept late assignments?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If yes, is there any penalty in the form of reduced points for late assignments?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Are due dates adjusted for students in different time zones?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible
- ☐ Other (specify)

Does the course provide an online testing?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If yes, does the online testing facility include multimedia attributes (e.g., test items are capable of including audio, video, image, etc)?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Other (specify)



Evaluation types used in the course

- ☐ Self evaluation
- ☐ Peer evaluation
- ☐ Group evaluation
- ☐ Instructor
- ☐ Other
- ☐ Not applicable
- ☐ Not visible

Does the course set clear assessment standards?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course provide practice items for learners on its various lessons?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible
- ☐ Other (specify)

Does the course provide frequent confirmational and corrective feedback?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course provide remedial activities?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does this course have a mechanism in which a learner can be truly measured and not cheat?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Are assignments relevant to course objectives/goals?

- ☐ Yes

- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course provide clear instructions for preparing and submitting assignments?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course have a system of keeping records of student progress online (such as an online gradebook)?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

Does the course clearly indicate assignment due dates?

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Not visible

If yes, are they suited for geographically diverse time-zones?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Can students appeal a grade or points given to quizzes, essays, exams or assignments that affect to their final grades?

- ☐ Yes
- ☐ No
- ☐ Not applicable