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

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| **Evaluatee:** Click here to enter text. | **Course/Section Observed:** Click here to enter text. | **# Students Registered:** # |
| **Evaluator:** Click here to enter text. | **Date/Time:** Click or tap to enter a date. | **# 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.

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| **5** | **4** | **3** | **2** | **1** | **NA** |
| **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** | **Not Applicable** |

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|  | **Rating** | **Comments** |
| **1. Objectives:** At an appropriate location in the unit module, the professor made a clear statement of the learning objective(s) for the unit/module/session/lesson connected to the Student Learning Outcomes of the course. | Select Rating... | Click here to enter text. |
| **2.** **Preparation:** The professor 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 here to enter text. |
| **3.** **Organization**: The professor presented the material in an organized manner and provided clear and consistent guidance about access to and navigation of course content related to the 7-day evaluation period. | Select Rating... | Click here to enter text. |
| **4.** **Clarity**: The professor presented instructional material clearly. | Select Rating... | Click here to enter text. |
| **5. Expertise:** The professor displayed expertise in the subject. | Select Rating... | Click here to enter text. |
| **6. Class Level:** The professor presented material at a level appropriate to the course. | Select Rating... | Click here to enter text. |
| **7. 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 and modalities of instruction (such as text, audio, video, images and/or graphics etc.). | Select Rating... | Click here to enter text. |
| **8. Controversial Material:**  When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views. | Select Rating... | Click here to enter text. |
| **9. Faculty/Student Interaction:** The professor provided regular faculty-initiated substantive interaction and instruction (appropriate to the units offered for the course). | Select Rating... | Click here to enter text. |
| **10. Student/Student Interaction:** The professor created regular opportunities for student-to-student interaction and understanding, and modified teaching strategies as necessary. | Select Rating... | Click here to enter text. |
| **11. Responsiveness:** The professor encouraged students to ask questions and articulated clear communication policies (including expected response time). The professor was attentive to student questions and/or comments. | Select Rating... | Click here to enter text. |
| **12. Online Class Management:** The professor made appropriate use of the district-approved learning management system, demonstrating technical skills necessary for managing an online class, and created a structure that encourages student/student and student/faculty interaction. | Select Rating... | Click here to enter text. |
| **13. Accessibility:** The professor made materials accessible, addressing headings; lists; alternative text for images; video captions (edited for comprehension where appropriate); and color contrast. | Select Rating... | Click here to enter text. |

***Non-Classroom Observations***

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|  | **Rating** | **Comments** |
| **14. Course Outline:** The professor’s syllabus conforms to the existing course outline of record. | Select Rating... | Click here to enter text. |
| **15. Syllabus:** The professor’s syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information. | Select Rating... | Click here to enter text. |
| **16. Evaluation Process:** The professor participated in the evaluation process in a professional and timely manner. | Select Rating... | Click here to enter text. |
| **17. Professional Obligations:** The professor meets professional obligations outside of class (submits rosters and grades on time, etc.). | Select Rating... | Click here to enter text. |