INS GHT RUBRIC

SECTION	DESCRIPTION	CRITERIA
COURSE OVERVIEW & INFORMATION	1 Course includes Welcome and Getting Started content from the instructor.	Required
	2 An orientation or overview is provided for the course overall as well as in each module. Learners know how to navigate the course and what tasks are due.	Required
	3 Course includes a course information area and syllabus that make course expectations clear.	Required
	4 Course provides access to online learner success resources (technical help, support services, academic honesty, etc).	Required
	5 An orientation or overview is provided for the course overall. Learners know how to navigate the course and what tasks are due.	Required
	6 Course objectives/outcomes are clearly defined, measurable, and aligned to learning activities and assessments.	Required
	7 Course provides contact information and biographical information for instructor.	Required
	8 Course provides appropriate guidelines for successful participation regarding technical requirements (e.g., browser version, mobile, publisher resources, secure content, pop-ups, browser issues, microphone, webcam).	Highly Suggested
	9 A printable syllabus is available to learners (PDF, HTML).	Suggested
COURSE TECHNOLOGY & TOOLS	10 Frequently used technology tools are easily accessed.	Required
	11 Any tools not being utilized are removed from the Canvas course navigation.	Required
	12 Technical skills required for participation in course learning activities scaffold appropriately.	Highly Sugg.
	13 Any technology tools meet accessibility standards.	Highly Sugg.
	14 Requisite skills for using technology tools (websites, software, and hardware) are clearly stated and supported with resources.	Suggested
	15 Course includes links to privacy policies for technology tools.	Suggested
DESIGN & LAYOUT	16 The course is easy to navigate with a logical, consistent, and uncluttered layout.	Required
	17 There is enough contrast between text and background for the content to be easily viewed.	Required
	18 Instructions for assignments, activities, and/or assessments are provided and clearly written.	Required
	29 No flashing or blinking text.	Required
	20 Tables are accompanied by a title and summary description.	Required
	21 Table header rows and columns are assigned titles and can be read horizontally by screen readers.	Required
	22 Course is largely free of grammatical and spelling errors.	Highly Sugg.
	23 Text is formatted with titles, headings, and other styles to enhance readability.	Highly Sugg.
	24 A sans-serif font with a standard size of at least 12 pt is used.	Highly Sugg.
	25 When possible, information is displayed in a linear format instead of as a table.	Highly Sugg.
	26 Slideshows use a predefined slide layout and include unique slide titles.	Highly Sugg.
	27 Large blocks of information are divided into manageable sections with ample white space around and between the blocks.	Suggested

INSIGHT RUBRIC

SECTION	DESCRIPTION	CRITERIA
CONTENT & ACTIVITIES	**28** Course offers access to a variety of engaging methods to present content, support learning and collaboration, and facilitate regular and substantive interaction with the instructor.	Required
	29 Course provides activities for learners to develop higher-order thinking and problem-solving skills, such as critical reflection and analysis.	Required
	30 Course materials and resources are appropriately cited.	Required
	31 Text content is available in an easily accessed format. All text content is readable by assistive technology, including a PDF or any text contained in an image.	Required
	32 A text equivalent for every non-text element is provided ("alt" tags, captions, transcripts, etc.), and audio description is provided for video-only content.	Required
	33 Hyperlink text describes the linked resource and how to interact with it, such as "read," "view," etc. The hyperlink makes sense when out of context (Using "Click Here" is avoided).	Required
	34 Course provides activities that emulate real world applications of the discipline, such as experiential learning, case studies, and problem-based activities.	Highly Suggested
	35 Text, graphics, and images are understandable when viewed without color or other stylistic elements.	Highly Sugg.
	36 Where available, Open Educational Resources, free, or low cost materials are used.	Suggested
INTERACTION	**37** Regular and substantive instructor-to-student interactions are present and appropriate for the course.	Required
	38 Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly explained.	Required
	39 Course offers opportunities for learner to learner interaction and constructive collaboration.	Required
	40 Students are encouraged to share resources and inject knowledge from diverse sources of information in their course interactions.	Highly Suggested
ASSESSMENT & FEEDBACK	**41** Course grading policies, including instructor feedback and late student submission policies, are clearly stated in the Course Information and/or Syllabus materials.	Required
	42 Course includes frequent and appropriate methods to assess the learners' mastery of content (formative).	Required
	43 Criteria for the assessment of a graded assignment (summative) are clearly articulated.	Required
	44 Learners are informed when a timed response is required. Proper lead time is provided to ensure there is an opportunity to prepare an accommodation.	Required
	45 Learners have easy access to a well-designed and up-to-date gradebook.	Required
	46 Course provides opportunities for learners to review their performance and assess their own learning throughout the course (via pre-tests, self-tests with feedback, reflective assignments, peer assessment, etc.).	Highly Suggested
	47 Course includes the opportunity for learners to provide descriptive feedback on their experience in the online course as provided by the instructor. This survey is specific to the online course and is separate from the official university course survey.	Highly Suggested