



Online

Instructor Evaluative Criteria



Purpose: The purpose of this document is to provide instructors with the criteria on which their performance as online instructors is measured in official evaluations or informal drop-in observations that occur in e-Learning sections.

Before

At least fourteen days before the term's start date, please address the following:

- Completely setup the course following the [Pre-Semester Checklist](#).
- Ensure that content, links, and integrations are working in all modules, and become well-versed in all relevant lecture notes, readings, and integrated tools (ex: Turnitin, WebAssign, MindTap, MyLabs, Rosetta Stone, etc.).
- Make sure that Instructor Insight is visible. Do not hide this tool from view. Only the instructor and e-Learning administrators can see the data on this page.
- All courses use Honorlock Proctoring in e-Learning. Faculty are responsible for ensuring that Honorlock is enabled in their course. Instructors are not permitted to add, alter, or adjust the assessments being proctored or the proctoring settings.
- Do not remove or unpublish any course content or integrated tools from the copied master course shell. Instructors are required to add supplemental resources

via the announcement page, though. Keep in mind that these supplements are then optional for students to read and use.

Review, update, and adhere to the course schedule for the relevant term of your class, and remove schedules for terms that do not apply.

- Publish your Canvas course with due dates on all graded items; Faculty will be provided an Instructional Calendar 30 days prior to the start of the term.
- Through the Get Started Module, enter the integrated software for your course (ex: MindTap) to ensure that only the graded assignments are marked as due.
- Schedule the Introduction Discussion to be due by the census date and not afterward.
- Update the homepage with your name and contact information, but beside “Email Address,” direct students to contact you through Canvas email only.
- Provide an Instructor Bio (under “Resources” in the Get Started module).
- Complete all required fields in Simple Syllabus.
- Add a welcome announcement that does the following:
 - Directs students to the syllabus and course goals and objectives.
 - Requires them to complete the Get Started module by the attendance census date. Please specify the census date for your term.
 - Informs students of the proctoring requirement and directs them to needed resources.

During

During the semester, instructors shall:

- For students who need ADA accommodations, provide immediate accommodation, per instructions from Disability Services. Contact: accommodations@ocean.edu
- Maintain student privacy at all times, in accordance with FERPA regulations. Do not discuss grades or confidential student information with anyone other than that student, and keep the People page (roster) hidden from students.
- Log into the course daily, Monday through Friday (please note, the accelerated terms (L1, L2, L3, L4, L5, L6) **do** meet on weekends). Instructors are required to interact with as many students as possible to engage learning, and in condensed terms that contain more than one discussion, each discussion requires the instructor’s attentive engagement.

- Hosting virtual office hours for students is highly encouraged.
- When requested by a student, instructors should make every effort to virtually meet or call a student who is requesting a meeting.
- Provide supplements that act as optional reading material and tools for students. These may include content-based announcements and instructor-created screen-capture videos to explain concepts or links to outside resources (which can occur in discussions or announcements).
- Electronically acknowledge and respond to all student questions/emails within 24 hours on weekdays or 48 hours on weekends. This policy also applies to all communication from the e-Learning Administrators.
- Robustly participate in and monitor discussion boards at each login. Respond to as many students as possible to guide discussions and prompt critical thinking.
- Grade all assignments within five working days for 15-week terms and sooner for condensed or accelerated terms.
- For courses that contain integrated software for which grades must be manually transferred by the instructor, this process must occur weekly.
- Monitor student attendance, which is measured by active participation (ex: submission of an assignment, discussion, or quiz).
- Provide individualized feedback and use rubrics in the evaluation of assignments to ensure that students understand their strengths and deficiencies. Where possible, avoid offering identical “stock responses.”
- Open and read the Turnitin similarity report for *all* applicable homework submissions, to detect plagiarism. Do not make decisions solely on Turnitin scores, though.
- Check the data for all recorded proctored exams. Watch flagged areas to assess whether cheating has occurred.
- Report cases of academic dishonesty per established protocols to provide students with an opportunity to appeal, per [Procedure 5180 on Academic Integrity](#). Please use [this reporting form](#).
- Check Course Analytics and follow-up with private emails to “at risk” students with an offer of assistance. You can add a record of your efforts in the faculty journal for each student.
- Check the Instructor Insight report for your class to gauge your alignment as an instructor with our expectations.

- In the event of an instructor absence, notify students and e-Learning Academics in advance by emailing elarningadmin@ocean.edu. We are able to provide substitutes if your absence will be prolonged.

End

At the end of the semester, instructors shall:

- Encourage students to complete the Online Course Evaluation.
- Ensure that grading is complete and grades from integrated tools have been transferred to Canvas.
 - Final grades must match the Grading Scale in the Syllabus. For example, if a student earns a 92, he or she earns an A grade.

Submit grades by the required deadline:

- Grades are officially due depending on the collective negotiation agreement for your position. For adjunct instructors, part-time teachers, administrators, and college lecturers, grades are due 48 hours after the last day of class. For full-time faculty members, grades are due 72 hours after the last day of class.
- Follow the [Grading Memo](#)
- Manage any incomplete-grade requests per the process in the OCC Guidelines and Standards document.
- Complete the Course Feedback Form, located in the Faculty Center Module.
- Please only use the official [Change of Grade Form](#) if needed. You will complete it in the fillable PDF, download it with your changes, then open the downloaded file to electronically sign and date the document. Instructions to complete the Change of Grade Form can be found [here](#). You should email the completed form to elarningadmin@ocean.edu for processing, which takes approximately 1 week.

Note: Failure to follow the requirements in this document may result in a reduction or removal of current and/or future course assignments.