**Distance Learning Classroom Observation Form**

**Requirements for Teaching Distance Learning Classes**

This form addresses the delivery of online and hybrid classes. For course design, please refer to Quality Matters standards, the [CGCC Course Design Manual](https://www.cgcc.edu/sites/default/files/online/Procedure%20Manual%20-%20Quality%20Matters%20at%20CGCC%20v.4_0.pdf) and [Paula Ascher, Virtual Campus Coordinator](https://www.cgcc.edu/paula-ascher).

**Course: Instructor: Hybrid or Online:**

**Reviewer: Date :**

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| --- | --- | --- | --- |
| **Online/hybrid teaching expectations** | **Yes** | **No** | **See Comments** |
| 1. Provides and facilitates a venue for student questions. |  |  |  |
| 2. Responds in a timely manner to questions regarding the course or learning materials: within a 48-hour period on weekdays/daily during the first week of the term. |  |  |  |
| 3. Maintains active links to online resources within the course shell. |  |  |  |
| 4. Evaluates and returns graded assignments in a timely manner and provides feedback.  |  |  |  |
| 5. Keeps a record of all graded activities in a secure, private, and accurate manner. |  |  |  |
| 6. Faculty who teach online classes are required to have [regular and substantive interaction (RSI) with students](https://www.cgcc.edu/sites/default/files/online/Regular%20and%20Substantive%20Interaction%20in%20Your%20Distance%20Learning%20Class_0.pdf) within the learning management system. |  |  |  |
| 7. For online classes, provides RSI documentation as a hidden page within the course shell. |  |  |  |

Comments by Reviewer:

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