**Online/Hybrid Delivery Review Form**

**Requirements for Teaching Distance Learning Classes**

This form addresses the delivery of online and hybrid classes. For course design using Quality Matters, please refer to the Course Design Assessment Manual.

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

**Reviewer: Date :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Online/hybrid teaching expectations** | **Yes** | **No** | **See Comments** |
| 1. Provides a discussion forum on Moodle for student questions to the instructor. |  |  |  |
| 2. Demonstrates response within a 24 hour period during weekdays to questions regarding the course or learning materials. |  |  |  |
| 3. Maintains active links to online resources within the course shell. |  |  |  |
| 4. Evaluates and returns graded assignments in a timely manner (as defined in the syllabus) and provides substantive feedback. |  |  |  |
| 5. Keeps a record of all graded activities in the Moodle gradebook. |  |  |  |
| 6. Has regular and substantive interaction (RSI) with students within Moodle. |  |  |  |
| 7. Provides RSI documentation as a hidden page at the top of the Moodle shell. |  |  |  |

Comments by Reviewer: