

AWARD

of EXCELLENCE

e-COURSE 2009

Award of Excellence in Designing and Developing e-Courses

Self Evaluation Form for an e-Course (To be filled out by the candidate)

Candidate's Personal Data	
Name:	Country:
Academic title and rank:	email :
University:	Mobile No.:
Dept/ College:	Office :
Course data	
Course title	
Course code No.	
Language of instruction	
Credit hours	
Percentage of theoretical content	<input type="checkbox"/> less than 30 % <input type="checkbox"/> from 30% - 50% <input type="checkbox"/> from 50% - 80% <input type="checkbox"/> from 80% - 100%
How long has the course been offered?	<input type="checkbox"/> m _____ <input type="checkbox"/> y _____
Has the course been modified and developed?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Course Uploading time is reasonable	
Did you receive help from an instructional designer or the development team?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mode of Course Offering (online)	<input type="checkbox"/> Completely online <input type="checkbox"/> online + face to face
Number of times class meets face to face (once , twice)	
Number of times the course has been offered	
Tools implemented	<input type="checkbox"/> Animation/ Simulation <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Graphics/ Images <input type="checkbox"/> CD <input type="checkbox"/> Student home pages <input type="checkbox"/> Student Presentation <input type="checkbox"/> Student Progress <input type="checkbox"/> Grades <input type="checkbox"/> Self Test <input type="checkbox"/> Course evaluation questionnaire <input type="checkbox"/> Search engines <input type="checkbox"/> Whitboard <input type="checkbox"/> Other Tools <input type="checkbox"/> Discussion Forums <input type="checkbox"/> External Links <input type="checkbox"/> Chatting Rooms
Students level	
Number of students enrolled	

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Course address on the web:

URL:

Username:

Password:

Course design

item	Evaluation				Remarks
	Fully achieved	partially achieved	Not achieved	insufficient available data	
1.Educational objectives and expected results are clear and suitable for the educational level.	③	②	①	①	
2 . Course content is available for students with easy , manageable and controlled details.	③	②	①	①	
3.Course design observes students' needs, age and mental level.	③	②	①	①	
4. The "Syllabus" is available and accessible.	③	②	①	①	
5.Course design facilitates delivery of content effectively.	③	②	①	①	
6. Design of Course pages is consistent.	③	②	①	①	
7. Course content is offered clearly logically and gradually.	③	②	①	①	
8. Course may be surfed easily and without any difficulties.	③	②	①	①	
9. Content is available in main and sub units, external links and individual pages.	③	②	①	①	
10. Tools employed to support content : <input type="checkbox"/> Objectives <input type="checkbox"/> Discussion <input type="checkbox"/> Glossary <input type="checkbox"/> Chat <input type="checkbox"/> Links and tests <input type="checkbox"/> Self tests <input type="checkbox"/> Audio aids <input type="checkbox"/> Video <input type="checkbox"/> Other tools					
11. The course is enriched with audio-video tools.	③	②	①	①	
12.The course is enriched with suitable supplementary materials.	③	②	①	①	
13. Course requirement and contents take a similar time for face to face courses.	③	②	①	①	
14. Students take part in evaluating the course and can make their own remarks .	③	②	①	①	
15. All tools to facilitate accessibility for the course are employed effectively and easily.	③	②	①	①	

Candidate is requested to define 5 areas where previous items have been implemented:

Area:

Methods of implementation:

1.

2.

3.

4.

5.

Other items not mentioned:

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Content					
Item	Evaluation				Remarks
	Fully achieved	partially achieved	Not achieved	insufficient available data	
1. The course is SCORM compatible and fulfills international criteria to develop e-courses.	③	②	①	①	
2. Educational sources and external links , e-books, and other sites to supplement content are available.	③	②	①	①	
3. The course is periodically developed to maintain modernity of content.	③	②	①	①	
4. The course design encourages interactivity and develops students' skills and mental capabilities.	③	②	①	①	
5. The Content is written clearly and eligibly and is suitable to student's level.	③	②	①	①	
6. The Content is suitable to students' environment and community.	③	②	①	①	
7. The content conforms with the educational objectives.	③	②	①	①	
8. The course is compliant to intellectual property laws (Copyright Laws).	③	②	①	①	

Candidate is requested to define 5 areas where previous items have been implemented

Location	Methods of implementation
1.	
2.	
3.	
4.	
5.	

Other items not mentioned:

Interactivity and cooperation					
Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	insufficient available data	
1. Course instructions defines expected scope of student participation and levels.	③	②	①	①	
2. Instructions and interactivity and staff student response are clear.	③	②	①	①	
3. Interactivity between staff and students is made easy and clear.	③	②	①	①	
4. Interactivity between peers is made easy and clear.	③	②	①	①	
5. The course allows students to interact with educational content to support understanding and implementation of content.	③	②	①	①	

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Interactivity and cooperation

Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
6. The course provides participation opportunities between students and staff in managing discussion and obtaining feedback and using all interactivity components.	③	②	①	①	
7. The course encourages implementation of cooperative learning and joint projects group activities.	③	②	①	①	
8. Type of tools used to encourage interactivity and individual and group discussions:	③	②	①	①	
<input type="checkbox"/> Discussion board	③	②	①	①	
<input type="checkbox"/> Chat rooms	③	②	①	①	
<input type="checkbox"/> White board	③	②	①	①	
<input type="checkbox"/> email	③	②	①	①	
<input type="checkbox"/> Student presentations	③	②	①	①	
<input type="checkbox"/> Assignments	③	②	①	①	
<input type="checkbox"/> Personal home pages	③	②	①	①	

Candidate is requested to define 5 areas where previous items have been implemented:

Location	Methods of implementation
1.	
2.	
3.	
4.	
5.	

Others not mentioned :

Use of technology

Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
1. LMS is fully available and accessible.	③	②	①	①	
2. Various technologies are used to explain content : <input type="checkbox"/> images <input type="checkbox"/> video <input type="checkbox"/> audio <input type="checkbox"/> text <input type="checkbox"/> flash <input type="checkbox"/> experiments & analysis	③	②	①	①	
3. Available technology allows students to develop their capabilities, skills, and enable them understand content easily and freely.	③	②	①	①	

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Use of technology					
Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
4. Needed pre-skills in using available technologies is defined in the course.	③	②	①	①	
5. Available technologies allow staff make needed modifications.	③	②	①	①	
6. Technologies are used to enhance learning and not for decoration.	③	②	①	①	
Candidate is requested to define 5 areas where previous items have been implemented:					
Location			Methods of implementation		
1.					
2.					
3.					
4.					
5.					
Other items not mentioned:					

Evaluation					
Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
1. Assignments and tasks enhance critical thinking strategies.	③	②	①	①	
2. Assignments, objectives and learning outcome are harmonious.	③	②	①	①	
3. Assignments ,projects encourage training and effective use of outside sources including libraries, publications and the web.	③	②	①	①	
4. Assignments are deliverable and interactive clearly.	③	②	①	①	
5. Testing tools and ready made tests are used safely and secure.	③	②	①	①	
6. Tests are linked to learning outcomes.	③	②	①	①	
7. Self evaluation chances are available to all students.	③	②	①	①	
8. Student evaluation strategies are clearly defined and in harmony with learning objectives	③	②	①	①	

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Evaluation					
Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
9. Course structure allows sufficient and suitable methods to evaluate students' performance.	③	②	①	①	
10. Continuous assessment of student' performance to ensure student readiness to move to other units or next lessons are available.	③	②	①	①	
11. Evaluation strategies and tools allow students to view his/her progress in the course .	③	②	①	①	
12. Grading policy is clearly defined and understood by students.	③	②	①	①	
13. Tools used in the evaluation process <input type="checkbox"/> self tests <input type="checkbox"/> exams <input type="checkbox"/> e-journals <input type="checkbox"/> games <input type="checkbox"/> research <input type="checkbox"/> group work	③	②	①	①	

Candidate is requested to define 5 areas where previous items have been implemented:

Location	Methods of implementation
1.	
2.	
3.	
4.	
5.	

Any other items not mentioned:

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Learner support					
Item	Evaluation				Remarks
	Fully achieved	Partially achieved	Not achieved	Available information insufficient	
1. Supplementary lessons, , explanations, on how to use the email, LMS, and tools and programs used in the course are accessible.	③	②	①	①	
2. Ability to access help desk or center.	③	②	①	①	
3. e-library is accessible.	③	②	①	①	
4. Links, programs used to upload course and to surf other programs and multimedia and adobe acrobat files are accessible.	③	②	①	①	
5. Staff contact details are available.	③	②	①	①	
6. Variation in presenting academic materials in each semester <input type="checkbox"/> HTML <input type="checkbox"/> Word documents <input type="checkbox"/> PowerPoint <input type="checkbox"/> Flash	③	②	①	①	
7. Variation in presenting multimedia files such as audio and video clips.	③	②	①	①	
8. Course available on CD CDs	③	②	①	①	
9. Students are trained on using the LMS through orientation sessions.	③	②	①	①	
Candidate is requested to define 4 areas where previous items have been implemented:					
Location			Method of implementation		
			1.		
			2.		
			3.		
			4.		
			5.		