# Example: Online Class Session Observation Form

Instructor: Department: Date Time:

Course #: Course Title:

Observed by:

## Section 1. General class session and introduction

Setting the stage for learning and preparing students for successful participation in the class session.

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| --- | --- | --- |
| **Considerations** | **Yes or No?** | **Comments** |
| Does the instructor provide a thorough description of the class session? |  |  |
| Are the learner requirements such as basic technology needs and participation expectations described? |  |  |
| Are practice use of tools and community-building activities included to prime the students for learning? (e.g., the instructor created an overview of the session video) |  |  |
| Other: |  |  |

## Section 2. Assessment of student learning

Alignment of activities and assessments with learning outcomes is evident in the class session.

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| **Considerations** | **Yes or No?** | **Comments** |
| Are learning outcomes communicated? |  |  |
| Is there a variety of activities and assessments? |  |  |
| Is there alignment of learning activities and assessments with learning outcomes? |  |  |
| Are formative and summative assessment opportunities part of the design? |  |  |
| Are assignments clearly described, including grading schemes or rubrics? |  |  |
| Is student workload appropriate to class session? |  |  |
| Other: |  |  |

## Section 3. Student engagement in the class session

A clear path to students' learning opportunities is provided, including interaction with the content, peers, and instructor.

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| **Considerations** | **Yes or No?** | **Comments** |
| Are there opportunities to interact or seek guidance from the instructor? |  |  |
| Are there opportunities to participate in community activities or peer-to-peer sharing? |  |  |
| Is learning scaffolded, guiding students toward increasingly independent learning and application of relevant skills? |  |  |
| Are there opportunities for student reflection on learning and feedback to the instructor? |  |  |
| Other: |  |  |

## Section 4. Online organization and design

The instructor's design and choice of technology effectively delivers content for the session and supports learning processes.

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| **Considerations** | **Yes or No?** | **Comments** |
| Overall, the presentation of content is easy for students to follow? |  |  |
| Do the tools and media formats selected to support the course learning outcomes? |  |  |
| Are guides and protocols for the use of the course tools provided? |  |  |
| Other: |  |  |

## Section 5. Inclusive Classroom

|  |  |  |
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| **Considerations** | **Yes or No?** | **Comments** |
| Does the session content recognize and represent a diversity of backgrounds, identities, experiences, beliefs, and values? |  |  |
| Does the instructor maintain a classroom environment that is inclusive and conducive to learning? |  |  |
| Other: |  |  |

## Section 6. Overall course

Considering the overall session, provide feedback on the following:

* What aspects of the observed class session do you see as strengths contributing to effective student engagement and learning?
* Are there any strategies or resources that you would recommend for enhancing future class sessions?
* Final comments or observations?

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