



Online Course Certification Criteria

Palm Beach State College Blackboard Course Site Minimum Certification Guidelines

Standard Home Page Design – Component, Hybrid & Online

The home page must consist of a College approved banner, footer, page dividers, resource links/icons, navigation structure and color scheme, and contain standard information per College developed and adopted home page design.

Standard Content & Delivery – Component Course

In addition to the standard Home Page content/design, component course sites are to include and utilize at minimum three (more highly recommended) instructional Bb components (providing substantial instructional benefits) such as:

- Discussions
- Self-Tests/Quizzes
- Multimedia Assignments
- Instructional Support (i.e., presentations, lesson reviews, handouts, links to online resource, etc.)

Standard Content & Delivery – Hybrid & Online

Hybrid and Online course content must be organized into Learning Modules (labeled as Lessons, Units, etc).

Each Learning Module is to contain at minimum:

- Lesson Introduction Page (learning outcomes, outline of the lesson components/requirements, special instructions, etc.)
- Instructional Content (i.e., personal faculty expertise presentations, handouts, videos, resource links, animations, etc.)
- Lesson Discussion
- Assessment (i.e., tests, quizzes, assignments)
- All other material related to that particular Lesson

Each lesson is to engage students in appropriate student contact time – equivalent to classroom contact time. Homework assignments do not count for Lesson contact time.

Certification Criteria Summary

Concepts Measured by the Course Site Certification Rubric

COMPONENT SITE

Certification is based on two main principles:

1. Home Page Design must meet the current College Standards (eLearning Department will apply the design).
2. Provide Instructional Benefits to Students
 - a. Content must clearly demonstrate instructional benefits. Providing handouts, links to resources, practice assessments, discussions, dedicated email, video -- any combination of three or more components satisfies Component Certification Criteria.



HYBRID & ONLINE COURSES

Must use approved standard home page design (eLearning Department will apply the design) -- and must satisfy the following criteria:

1. Contact Time and Content Organization
 - a. For every instructional hour removed from the classroom, an equal one hour of Online Instructional Activities must be provided.
 - b. Instructional Content must be organized into a set of 'Lessons' (units, chapters, etc.), utilizing the Learning Modules to present a series of related activities (presentations, discussions, assignment, assessments, etc.).

The time it takes to complete all Lessons (units, etc.) needs to equal traditional 'in-class' contact time. Traditional 'homework' (reading a chapter, etc.) does not count for Online Instructional Activity time.

2. Periodic Assessments
 - a. Students must receive feedback to let them know how well they are doing.
 - b. Faculty need to assess whether students are completing assigned material.

Assessments can be applied in a variety of formats -- but they need to provide feedback to the student 'whether they understand the course material' -- or not. And they need to assess whether the students are doing the assigned work. It is recommended to provide this assessment/feedback in every Lesson (unit, etc.), but not required. However, in an online environment, the need to provide periodic assessments is much greater than in a traditional classroom -- a 'midterm and a final' is not an effective assessment schedule. Since faculty do not see if the students are attending class and paying attention, frequent assessments are required.

3. Interactive (critical-thinking-skill) Exercises
 - a. Online Instructional Activities need to include Faculty and Peer interaction.

This can be accomplished in a variety of ways, but students need to interact with faculty and receive feedback on their work and performance. Since students cannot ask questions in the classroom, in the online environment faculty need to initiate the interaction (otherwise it won't happen).

4. Present Personal Expertise
 - a. Enhancing the course with personal expertise.

This can be accomplished in a variety of ways. Voiceover presentations, video, text based material, scripted discussions, feedback on assignments -- the eLearning Department will assist faculty with development of this material upon request.

E-PACKS & THIRD PARTY INSTRUCTIONAL SITES

The majority of course instructional content must reside in the College Learning Management System -- Blackboard CE (Bb). The use of E-Packs and/or Third Party Instructional Sites cannot constitute the majority of the course content. Instructional components such as discussions and assignments must be performed/submitted within Bb. If external sources are used for testing purposes, grading criteria must be provided in Bb and all grading records must be transferred/posted into Bb's gradebook.



Course Site Certification Rubric

(sites must meet 'Yes' and 'Adequate' levels in order to be certified)

Online & Hybrid Site					
Category	Criteria	Yes	No		
Site Design home page requirements	Standard Banner & Footer				
	Standard Color Scheme				
	Standard Icons				
	Standard Navigation Hierarchy				
	Links to Standard Resources (Smarthinking, eLibrary)				
	Syllabus				
Category	Criteria	M	A	E	
Course Content & Organization structure of the course, learning objectives, and instructional strategies	Content Satisfies Instructional Activity Time Requirement				
	Content Organized in Learning Modules				
	Content Presented in Manageable Segments				
	Content Delivered in Appropriate Format				
	Objectives & Learning Outcomes Clearly Stated				
	Clearly Stated Expectations Defining Levels of Participation				
	Rubrics/Performance Criteria Presented				
	Content Presents Faculty Member's Personal Expertise				
	Communication Tools Used to Elaborate on Course Content				
	Use of Visual and Auditory Tools				
	Opportunities for Individualized/Differentiated Instruction				
	Content Encourages Critical Reflection & Analysis				
	Periodic Assignments and Assessments Provided				
	Students Provided with Opportunities for Self-Assessment				
Supplementary Resources Available					
Online Library Resources & Other Content Repositories Provided					

M = Minimum A = Adequate E = Exemplary

Component Site					
Category	Criteria	Yes	No		
Site Design home page requirements	Standard Banner & Footer				
	Standard Color Scheme				
	Standard Icons				
	Standard Navigation Hierarchy				
	Links to Standard Resources (Smarthinking, eLibrary)				
	Syllabus				
Category	Criteria	M	A	E	
Course Content & Organization	Substantial Instructional Benefits Demonstrated				
	Appropriate Format Used to Deliver Content				
	Communication Tools Used to Interact with Students				
	Supplementary Resources Available				
	Online Library Resources & Other Content Repositories Provided				

M = Minimum A = Adequate E = Exemplary