

**BEVILL STATE COMMUNITY COLLEGE CLASSROOM  
OBSERVATION FORM – WEB-BASED**

Instructor: \_\_\_\_\_

Class Name: \_\_\_\_\_ CRN: \_\_\_\_\_

Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

The following pages contain an observational evaluation of your web-based class on the date listed. Your Division Chair or Associate Dean will be glad to discuss any aspect of the evaluation with you. This evaluation will be utilized as part of the faculty evaluation process.

After reviewing the observation on pages 2-3, please provide your comments and signature below.

**Evaluator's summation and suggestions for improvement:**

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**Instructor's response:**

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Signed:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College-wide Associate Dean

\_\_\_\_\_  
Date

Item for Analysis	Agree	Disagree	N/A
1. The Canvas Bevill State homepage template is posted as the homepage.			
2. The homepage template contains Minimum Course Content Checklist item **.			
3. Modules should contain learning objectives, be organized in a logical structure, and include content videos .			
4. The Getting Started Module contains specific information on how to begin the course.			
5. The official college and course syllabus is posted.			
6. The course syllabus contains instructor contact information, grading policy and office hours.			
7. The class schedule/calendar is posted with assignment, exam, etc. deadlines.			
8. Non-course related Tools are disabled from student view.			
9. The student-to-student interaction is encouraged by creating a learning community.			
10. The instructor uses tools to provide prompt feedback (Example: Grades)			
11. The instructor returns emails within 24 hours (except for holidays and weekends).			
12. The written material appears clear and concise.			
13. The instructor provides online office hours outside of normal business hours.			

\*\* Course & instructor name, current semester, Getting Started instructions & updated links