

Observation Form: Course Organization and Guidance



This form is to be completed based on directions provided in The DOOT Protocol: Observation Guide available at <https://flora.education/doot>.

Educator name:

Observer name:

Observation date range:

Observed online course:

<i>Indicator</i>	<i>Observation Note</i>
<p><u>Building Community</u></p> <p><i>How do learners get to know each other – as individuals - and continue to have non-academic interactions?</i></p>	
<p><u>Course Organization</u></p> <p><i>Does the course content and learning activities follow a logical (chronological or topical) organization with clear timelines and clear learning objectives/outcomes for each part?</i></p>	

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<i>Indicator</i>	<i>Observation Note</i>
<p><u>Use of Technology</u></p> <p><i>Does educator's use of technology enable:</i></p> <ul style="list-style-type: none"> - Learners' access and engagement, - Learners' presenting and representing their knowledge and understanding - Educator's efficiency in performing administrative tasks of teaching 	
<p><u>Modeling Netiquette</u></p> <p><i>Does educator's communication with learners consistently demonstrate their professional, and friendly relationship?</i></p>	
<p><u>Encouraging Learners</u></p> <p><i>Does the educator track learners' progress? How do they address concerns around a learner's engagement or progress in the class?</i></p>	

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<i>Indicator</i>	<i>Observation Note</i>
<p><u>Presenting Content</u></p> <p><i>Does the educator communicate with the learners on what part of the course they are expected to be engaged with, at different intervals during a term?</i></p>	
<p><u>Responding to Questions</u></p> <p><i>Is there a dedicated channel for learners to ask questions – technical, academic, or otherwise? And, do they know what that channel is (are they clear about it)?</i></p>	

Other Comments: