

INSIGHT RUBRIC



SECTION	DESCRIPTION	CRITERIA
COURSE OVERVIEW & INFORMATION	1 Course includes Welcome and Getting Started content from the instructor.	Required
	2 An orientation or overview is provided for the course overall. Learners know how to navigate the course and what tasks are due.	Required
	3 Course includes a course information area and syllabus that make course expectations clear.	Required
	4 Course provides access to online learner success resources (technical help, support services, academic honesty, etc).	Required
	5 Course information states whether the course is asynchronous, synchronous, or hybrid. If fully synchronous or synchronous elements are included within the course, information about the date, time, location, and meeting expectations are clearly stated.	Required
	6 Course objectives/outcomes are clearly defined, measurable, and aligned to learning activities and assessments.	Required
	7 Course workload is balanced and appropriate for the discipline and course level.	Required
	8 Course includes explicit guidelines for using generative AI.	Required
	9 Course provides contact information and biographical information for instructor.	Required
	10 Course provides appropriate guidelines for successful participation regarding technical requirements (e.g., browser version, mobile, publisher resources, secure content, pop-ups, browser issues, microphone, webcam).	Required
	11 A printable syllabus is available to learners (PDF, HTML).	Required
COURSE TECHNOLOGY & TOOLS	12 Frequently used technology tools are easily accessed.	Required
	13 Any tools not being utilized are removed from the Canvas course navigation.	Required
	14 Any technology tools external to the institution have accessibility policies and those policies are linked in the course.	Required
	15 Technical skills required for participation in course learning activities scaffold appropriately.	Highly Sugg.
	16 Requisite skills for using technology tools (websites, software, and hardware) are clearly stated and supported with resources.	Suggested
	17 Course includes links to privacy policies for technology tools.	Suggested
DESIGN & LAYOUT	18 The course is easy to navigate with a logical, consistent, and uncluttered layout.	Required
	19 There is enough contrast between text and background for the content to be easily viewed.	Required
	20 Instructions for assignments, activities, and/or assessments are provided and clearly written.	Required
	21 No flashing or blinking text.	Required
	22 Tables are accompanied by a title and summary description.	Required
	23 Table header rows and columns are assigned titles and can be read horizontally by screen readers.	Required
	24 Text is formatted with titles, headings, and other styles to enhance readability.	Required
	25 A sans-serif font with a standard size of at least 12 pt is used.	Required
	26 When possible, information is displayed in a linear format instead of as a table.	Required
	27 Course materials are free of broken links, spelling errors, and incorrect information.	Required
	28 Slideshows use a predefined slide layout and include unique slide titles.	Required
	29 Course is largely free of grammatical and spelling errors.	Highly Sugg.
	30 Videos and other multimedia content are of appropriate quality and length.	Highly Sugg.
	31 Large blocks of information are divided into manageable sections with ample white space around and between the blocks.	Suggested

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CONTENT & ACTIVITIES	32 Course offers access to a variety of engaging methods to present content, support learning and collaboration.	Required
	33 Course provides activities for learners to develop higher-order thinking and problem-solving skills, such as critical reflection and analysis.	Required
	34 Course materials and resources are appropriately cited.	Required
	35 Text content is available in an easily accessed format. All text content is readable by assistive technology, including a PDF or any text contained in an image.	Required
	36 A text equivalent for every non-text element is provided ("alt" tags, captions, transcripts, etc.), and audio description is provided for video-only content.	Required
	37 Hyperlink text describes the linked resource and how to interact with it, such as "read," "view," etc. The hyperlink makes sense when out of context (Using "Click Here" is avoided).	Required
	38 Course provides activities that emulate real world applications of the discipline, such as experiential learning, case studies, and problem-based activities.	Highly Suggested
	39 Text, graphics, and images are understandable when viewed without color or other stylistic elements.	Highly Sugg.
	40 Where available, Open Educational Resources, free, or low-cost materials are used.	Suggested
INTERACTION	41 Regular and substantive instructor-to-student interactions are present and appropriate for the course.	Required
	42 Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly explained.	Required
	43 Course offers opportunities for learner-to-learner interaction and constructive collaboration.	Required
	44 Instructor releases modules and content in the course site in a timely manner.	Highly Sugg.
	45 Students are encouraged to share resources and inject knowledge from diverse sources of information in their course interactions. The course encourages a sense of open discourse and community among students.	Highly Suggested
ASSESSMENT & FEEDBACK	46 Course grading policies, including instructor feedback and late student submission policies, are clearly stated in the Course Information and/or Syllabus materials.	Required
	47 Course includes frequent and appropriate methods to assess the learners' mastery of content (formative).	Required
	48 Criteria for the assessment of a graded assignment (summative) are clearly articulated.	Required
	49 Learners have easy access to a well-designed and up-to-date gradebook.	Required
	50 Course provides opportunities for learners to review their performance and assess their own learning throughout the course (via pre-tests, self-tests with feedback, reflective assignments, peer assessment, etc.).	Highly Suggested
	51 Course includes the opportunity for learners to provide descriptive feedback on their experience in the online course as provided by the instructor. This survey is specific to the online course and is separate from the official university course survey.	Highly Suggested

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