

FORM 400-5
NCOLCoE DL Quarterly Performance Observation Checklist

Name: (L, F, M.) _____ Rank/Grade: _____ Date/Time: _____

Unit: _____ Location: _____ Course Title: _____

QUARTERLY OBSERVATION

85% required

1st

2nd

3rd

4th

STUDENT MANAGEMENT	YES	NO	Comment/Corrective Actions
Student management of information, Admin Documents			
Announcements			
Threaded Discussion, Student Participation			
E-Mail			
Phone			
Grade Book, Video Classroom			
CURRICULUM MANAGEMENT	YES	NO	Comment/Corrective Actions
Curriculum management of resourced material			
Assignments			
ALC 2020			
Operational			
Environment (OE)			
FACILITATE LEARNING OUTCOME	YES	NO	Comment/Corrective Actions
*CE / Assignment Automation			
*PP / Feedback, Threaded Discussion Board or Forum			
Students Understand Learning Objective			
*Develop / Reflective Journal, Threaded Discussion Board or Forum			
*Apply / assessment tools: 1. Writing, 2. Group Assignment, 3. Practical Exercises Formative or Summative			
Summarize			
Provide Assessment Feedback			
Students met learning outcome			
TECHNOLOGY MANAGEMENT	YES	NO	Comment/Corrective Actions
Use of collaboration, automation tools (Wiki, Blogs, etc.)			
Coupling of technology with learning (IMI, Video, Recording, etc)			
Effective Communication with students			
Approach to teaching and learning student centered			

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POINTS PER TRAIT				TOTAL POINTS	CALCULATED %
Student Management (6 points possible)	Curriculum Management (5 points possible)	Learning Outcome (8 points possible)	Technology Management (4 points possible)	Sum of all points per trait (23 max)	total points/23 (100% max)

RATING	EXEMPLARY (100% - 91%)	COMPETENT (90% - 80%)	DEVELOPING (79% - 70%)	ADDITIONAL COACHING/MENTORING (69% - 0%)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessed Facilitator Signature:	Date:
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Comments:

Certifying Official Signature:	Date:
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Comments:

Cognitive Domain Level of Learning Achieved:
 Create Apply Evaluate Understand Analyze Remember

Overall Affective Domain Level Observed:
 Characterizing Organization Valuing Responding Receiving

Comments Recommendations Constructive Feedback:
 Behaviors Attitudes Mannerisms Technology Utilization Methodologies Collaboration

NOTE: Any item with an * that is not accomplished is a failed attempt, and must be re-assessed