

### Rubric - Module Description and Outline

Criteria	Target Description	Pts	Instructor's Comments
<b>Module Description</b> (10 Points)	The module description is well written and is 1-2 paragraphs in length. It provides an overview of the e-learning module, introduces the topic or topics addressed, and explains why the e-learning module is needed.	<b>10</b>	The module description is well written and clearly explains the focus of your e-learning module.
<b>Instructional Goal</b> (15 Points)	The overarching instructional goal is well written and is expressed in terms of what learners will be able to do. The four sub-goals are also well written and describe how the overarching goal will be accomplished.	<b>15</b>	<p>The overarching instructional goal clearly expresses what learners will be able to do after completing this e-learning module.</p> <p>The sub goals are also well written and describe what the learners will be doing using verbs that are observable and measurable.</p>
<b>Objectives</b> (15 Points)	The performance objectives are well written and accurately describe the conditions under which the skills will be performed, the skills to be performed, and the criteria to be used to assess learner performance.	<b>14</b>	<p>Overall, good job in writing your performance objectives.</p> <p>I suggest that you modify them slightly by removing the phrase "will be able to" from each objective statement. For example:</p> <p><b>Given Access 2007 software, the learner will create and name a database without assistance.</b></p>
<b>Required Text(s), Computer, &amp; Technical Requirements</b> (15 Points)	All required reading materials and technical requirements for the E-Learning Module are clearly listed.	<b>15</b>	All required texts, hardware and software requirements are listed.
<b>Assignments</b> (15 Points)	The graded assignments support the goal and objectives of the E-Learning Module. At least one graded assignment is included for each sub-goal.	<b>15</b>	The graded assignments are listed and point values assigned.

<b>Grading</b> (10 Points)	Grading policies for the E-Learning Module are clearly explained. A table is used to illustrate how points for the various class activities (i.e., discussion questions, graded assignments, quizzes, projects, etc.) are broken down. The late submission policy and how it impacts the students' grade is clearly explained.	<b>10</b>	The grading policy is clearly explained. A table listing graded assignments and their point values is included. A late submission policy was also provided.
<b>Topical Outline</b> (10 Points)	The topical outline clearly delineates how the content will be presented. It is organized in an orderly and logical manner, presented by topic or date, and addresses four (or more) major topics. Enough information is included to guide the learner through the E-Learning module.	<b>10</b>	The topical outline is well organized and self-explanatory. It clearly delineates how the content will be presented. Enough information is included to guide the learner through the E-Learning module.
<b>Overall</b> (10 Points)	The module description and outline is well written and complete. It includes all of the required elements including the module description, instructional goal, objectives, required texts, technical requirements, assignments, grading policy, and topical outline.	<b>10</b>	Overall, the module description and outline is well written and complete. You are now ready to insert it into your e-learning module.
<b>Total Points:</b>		<b>99</b>	