OFRA Application Review Checklist for Instructional Designer/Evaluator

☐ Review the email sent by team lead that contains the information concerning your assigned OFRA candidate (name and link to Qualtrics survey)

☐ Download and save the Qualtric’s Survey and supporting documents attached to the survey

☐ Download the OFRA Rubric

☐ Use the OFRA Rubric to review the candidate’s OFRA submission (Qualtrics survey)

☐ Save a copy of your completed rubric

☐ Meet with your fellow ID (OFRA Evaluator) to compare notes and draft your comments and recommendation (Options: Provisional Approval or Needs to Complete IDL6543)

☐ If the recommendation is Provisional, develop a list of required or suggested remediation (if applicable)

☐ One of the two ID evaluators sends the comments and recommendation to OFRA Coordinator.

☐ One of the two IDs creates a folder containing the candidate’s last name (ex. OFRA – Smith) in the shared server.

☐ Place your completed rubric in the candidate’s folder on the shared server.

☐ One of the two IDs adds the comments and recommendation to the OFRA spreadsheet on the shared server.
OFRA Completion Plan

Name:

Note to ID: Customize this document for your assigned OFRA faculty. Delete or add items as needed.

☐ Completion of Webcourses® UCF Essentials (Canvas)

☐ Completion of assigned modules in Online Faculty Readiness Special Topics (specify modules)

☐ Attend IDL6543 presentation by Graphics, Video, LS&T, and Techrangers teams.

☐ Review Introduction to Canvas Guides

☐ Review required course elements
  • Syllabus ___
  • Instructor/Course Introduction ___
  • Course Schedule ___
  • Course Expectations ___
  • Module ___
    • Introduction ___
    • Objectives ___
    • Activities/Assignments ___
  • Assessments ___

ID will review:

☐ UCF CDL support/resources

☐ Faculty Seminars in Online Teaching

☐ Online Tools and Taxonomy Resource (OTTR)

☐ Teaching Online Pedagogical Repository (TOPR)