Fire TCP On-line Training Rubric

0 = Unacceptable   1 = Satisfactory   2 = Best Practice   N/A = Not Applicable

A. Content and Outcomes Category

_____1. Training objectives/outcomes are explicitly stated, comprehensive and measurable.

_____2. Training objectives/outcomes match training need.

_____3. Information presented in the course is correct and complies with normal and standard operating procedures.

_____4. Level of difficulty is appropriate for participant.

_____5. Content is free from discriminatory examples, terminology, and negative stereotyping.

_____6. Objectives/outcomes are presented at the beginning of each module/lesson.

_____7. Information is "chunked" or grouped into small and convenient segments to help participant flexibly learn content.

_____8. Content is sequenced in a logical and appropriate manner to aide in participant learning.

_____9. Training program requires trainee to be an active participant.

_____10. Examples and/or exercises are appropriate and relevant.

_____11. Examples and/or exercises are clear, logical, and accurate.

_____12. Examples and/or exercises are sufficient in number and variety.

_____13. Lessons/exercises help participant master training program objectives/outcomes.

_____14. Training program offers a variety of instructional delivery methods to accommodate individual learning styles.

_____15. Training program explains new concepts by expanding on material either from previous knowledge or from the participant's job experience.

_____16. Training materials are provided for participant review; handouts, lesson plans, etc.

_____17. Instructional storyboarding/background content information is provided.

B. Assessment and Transfer Category

_____1. Material is presented in realistic job scenarios that can easily be transferred when participant is back on the job.

_____2. Training program provides a pre-test to determine participant's readiness for the course.

_____3. Training program provides "self-checks" to assess understanding of content.

_____4. Assessment methods measure stated training program objectives/outcomes.

_____5. Training program provides performance summary statistics throughout.

_____6. Participant is provided feedback during lesson exercises.

_____7. Feedback for incorrect answers provide additional information, further explanation, and/or an opportunity to try again.

C. Technology Design and Requirements Category

_____1. Technical requirements can be met with existing participant's hardware/networking.

_____2. **Training program is easy to access online, through Internet Explorer, Chrome, Safari or Firefox. ***

_____3. **Instructions, i**nterface design and navigation features are logical, consistent, and efficient throughout training program.

_____4. The layout of on-screen text is clear and readable.

_____5. The visual layout of the content is well-organized.

_____6. Training program effectively orients participant to their location within the program.

_____7. Training program provides resource links that are self-describing.

_____8. Media is integrated into the training program and enhances learning.

_____9. Participant can save work, exit the program, come back to the program at a later time, and start working where left off.

_____10. Participant should not be able to skip through program and take completion exam without experiencing course materials.

D. Operations and Support Category

_____1. Directions are clear and easy to understand.

_____2. Directions explain how to find and proceed through various training program components.

_____3. Directions for exercises/assignments clearly indicate where to start and what steps to follow.

_____4. Help features are found throughout, useful, easy to understand and accessible.

_____5. Help features are specific to instructional material.

_____6. Training program allows participant to control the speed at which they proceed through the program and can replay or review material previously accessed.

_____7. A glossary of key terms is easy to access.

_____8. Training program allows participant to print important information.

_____ **Total Points Scored**

Unacceptable in any category is an automatic fail.