



## MINIMUM STANDARDS FOR AN ONLINE ABBREVIATED ADULT COURSE

All providers of the Abbreviated Adult online driver education classroom instruction shall meet the “Minimum Standards for an Online Abbreviated Adult Course” and all rules as specified in Ohio Administrative Code (O.A.C.) chapter 4501-8. These standards are based on the *National Standards of Quality for Online Courses, version 2*, released October 12, 2011, by the North American Council for Online Learning (NACOL) and available through the Web site <http://www.inacol.org/resources/overview/>. The *National Standards of Quality for Online Courses, version 2* has been modified to meet the specific content and rules required in the State of Ohio.

All potential online abbreviated adult courses shall be evaluated under these same standards. Each proposed course will be evaluated under “Acceptable” (A), “Acceptable with identified modifications needed” (A / M), or “Unacceptable” (U). The course must meet with an “acceptable” rating for each standard prior to being considered for approval by the Director of the Department of Public Safety. The decision of the rating by the Director is final. The identified modifications will be explained and returned to the provider for corrections. Changes must be made to the content prior to being eligible for re-evaluation. Each online provider will have a total of three opportunities to present their product for evaluation if modifications are needed. Pursuant to the O.A.C., the provider may be denied a license to operate in Ohio after the third attempt. No proposal or re-submission for an online course will be accepted within a year of the date of the final denial.

### PRE-REQUISITES

- Evidence of qualifications including, but not limited to, training and experience with teaching and driver education.

### CURRICULUM

- Course covers State mandated four (4) hour course;
- The course content and assignments are aligned with the Abbreviated Adult Course Curriculum;
- The course is organized into units or lessons or the equivalent;
- Exhibits knowledge and understanding of Ohio specific driver education content;
- Continues to update knowledge and skills specific to driver education and training;
- Continues to update content for current topics related to driver education and training (i.e., distracted driving, new vehicle technologies, etc.);
- Continues to update content for current laws and rules affecting driving;
- Demonstrates effective use of internet browsers, e-mail applications and age appropriate curriculum;
- Provides knowledge of resources used in content being taught (citations to resources);
- Students have access to resources that are used in the course to enrich the course content;
- Course content complies with all applicable state and federal laws which prohibit discrimination on the basis of race, color, sex, sexual orientation, gender expression and identity, religion, disability, age, veteran or military status, ancestry or national or ethnic origin.

### METHODOLOGY

- Utilizes various instructional methods based on students’ learning styles that assist students in assimilating information to gain understanding and knowledge (i.e., videos, games, activities, quizzes);
- Provides structure but allows for a student to review a section previously finished;
- Incorporates a mechanism for questions and provides for timely responses and appropriate provider-student interaction (i.e., bulletin board, call center, etc);
- Defines clear, easily understood expectations of course;
- Readability levels, grammar, language assignments and mathematical requirements are appropriate for the course content and the students;
- Assesses student knowledge and effectiveness of course in a variety of ways;

### INSTRUCTIONAL STRATEGIES AND ACTIVITIES

- Demonstrates appropriate content based activities that actively engage the students in the learning process;
- Arranges media and content to help transfer knowledge most effectively in the online environment;
- Utilizes no more than one hour of video.
- The online provider shall ask at least one (1) content based question after a video clip of more than sixty (60) seconds. The question(s) shall be multiple choice, short answer or true or false. The question shall be difficult enough that the answer may not be easily answered without having viewed the actual video clip.

## **TEACHING THEORIES AND METHODS**

- Provides an online syllabus that defines objectives, concepts and learning outcomes in an easily understood format;
- Exhibits understanding of teaching methods and how to teach content to adults;
- Demonstrates an understanding of how students learn in specific topic areas.

## **EVALUATION**

- Content based questions shall be asked during the course and must be relevant to the module being viewed. A minimum of ten (10) content based questions shall be asked during the entire course. The questions shall be of such difficulty that the answer is not easily answered without having reviewed the module. If a question is answered incorrectly, the provider shall require the student to review the related slide again;
- Provides constructive feedback for an incorrect answer given during evaluations or activities;
- Provides means for the student assessment of course that are representative of the goals and objectives;
- Provides a final examination at the completion of the course that is compliant with chapter 4501-8-09 of the O.A.C.

## **TECHNICAL**

- Informs students of their rights to privacy and the conditions under which their names or online data may be shared with others;
- Uses course content that complies with intellectual property right policies and fair use standards;
- Provides technical assistance for troubleshooting typical software and hardware issues (i.e., change passwords);
- Provides students with a username and password for each time the student enters the online driver education program;
- Provides measurements to ensure the final examination is provided at the completion of the full online driver education course;
- Provides randomly generated questions for the final examination from the bank of sixty state provided questions. Each final examination shall be twenty questions and the same question may not be used more than once per test;
- Provides only three opportunities for a student to take the final examination. Each attempt at the final examination shall not occur within twenty-four hours of the previous attempt;
- Provides measures to ensure the questions are graded only at the completion of the final examination. No correct answer shall be identified until the examination is graded;
- Uses measurements at least twice, during the program to ensure student's identity. An identity question shall be presented before the final examination is given. The student shall answer the question correctly. If the student does not answer the question correctly, the student shall have one additional opportunity to answer a validation question. If the second validation question is answered incorrectly the student shall be locked out of the course for twenty-four hours;
- The online provider must record the time the student takes in each module and the answers to questions given during the course;
- The course architecture permits the online program to add appropriate content, activities and assessments to extend learning opportunities;
- Course is easy to navigate;
- Hardware, Web browser and software requirements are specified to the user;
- Prerequisite skills identified in the use of the technology;
- The course meets universal design principals to ensure access for all students;
- Online technical support is available 24/7 (preferred) or hours of operation for technical support are clearly identified within the provider's Web site;
- Provides easy accessibility to a licensed online instructor;