

FLO Synchronous - Self-Assessment Rubric

Please assess your own achievements in this course using the following rubric. To successfully meet course requirements, you should be able to mark yourself as having “met requirements” or “exceeded requirements” for all criteria that pertain to all participants and additionally the course track that you were on (Reviewing Participant or Practicing Facilitator).

Criterion	Did not meet requirements	Met requirements	Exceeded requirements
For all participants			
Participate in synchronous sessions facilitated by the course facilitators	Participated in one or no sessions, or attended sessions but did not participate in any of them	Participated in two of the three sessions	Participated in all three sessions
Participate in weekly discussion forums	Did not participate in the weekly discussion or activity or missed posting either an original post or a reply to someone else's post	Posted at least one meaningful contribution* as an original post for the weekly discussion or activity. Posted at least one meaningful contribution as a reply to someone else's post	Posted more than one original post for the weekly discussion or activity. Posted more than one meaningful contribution* as a reply to someone else's posts
Participate in weekly activities other than discussions (e.g. polls, introductions, sample synchros)	Missed one or more weeks of completing non-forum activities	Completed all weekly non-forum activities	Completed more than what was asked for with non-forum weekly activities (eg. reviewed more than 2 “Sample Synchros” in Week 2)
Additional items for Reviewing Participants			
Participate in synchronous sessions of Practicing Facilitators	Participated in only one session or did not participate in any sessions of Practicing	Participated in two sessions of Practicing Facilitators	Participated in more than two sessions of Practicing Facilitators

	Facilitators		
Give feedback to Practicing Facilitators	Did not provide feedback to two sessions or feedback provided to sessions was not effective**	Provided effective feedback** for two sessions	Provided effective feedback** for two or more sessions
Additional items for Practicing Facilitators			
Participate in synchronous sessions of Practicing Facilitators	Did not participate in another Practicing Facilitator session or attended session but did not participate in it	Participated in one other session of a Practicing Facilitator	Participated in more than one other session of Practicing Facilitators
Give feedback to Practicing Facilitators	Did not provide feedback to one sessions or feedback provided to sessions was not effective**	Provided effective feedback** for one sessions	Provided effective feedback** for one or more sessions
Lead synchronous online session using a web-based platform	Facilitated session of less than 15 minutes in length or did not facilitate session, or employed very few of the skills and strategies listed on the Facilitation Session Guide	Facilitated session of at least 15 minutes in length, employing many of the skills and strategies listed on the Facilitation Session Guide	Facilitated session of at least 15 minutes in length, employing most or all of the skills and strategies listed on the Facilitation Session Guide
Reflect on facilitation of session	Did not reflect on session or reflection appeared to be cursory from the 3-2-1 structure and/or did not invite feedback	Reflected on facilitation of session and used the 3-2-1 structure, inviting at least one piece of feedback from course peers and facilitators	Reflected on facilitation of session and identified specific ideas for what could be improved for next time, posting more than the 3-2-1 structure. Asked specific questions of course peers and facilitators to advance own practice forward

*Meaningful discussion posts are described on the Course Overview > Participation Expectations page

**Effective feedback is described on the Course Overview > Providing Effective Feedback page