Step 2b. Distance Education LMS Hands-On Skills Checklist

Applicant Name: _____   Date: _____

Observe

Task Description	Check
Demonstrate how to import course content.	
Demonstrate how to export course content.	
Bring syllabus as a editable document, check for accessibility issues.	
Save it as a PDF and post to the syllabus area in the LMS.	
Post and edit a class announcement with delayed posting date.	
In Settings tab: Add an image to Course Details.	
In Settings tab: Set dates for the course.	
In Settings tab: Drag and drop to reorder and/or hide course navigation menu items.	
Add three Modules Start Here, Week 1, and Week 2 and make sure they are published.	
Add a Student Support content/resources and make sure it is published.	
Create three groups of assignments in "Assignments" (e.g. exams, quizzes, discussions, homework, etc.).	
Create and publish a graded assignment. Add it to one of the modules.	
Create and publish a quiz. Add the quiz to a module.	
Create and publish a content page with an embedded video, such as the introduction to Canvas Video for students (link to the video: https://vimeo.com/74677642). Add the page to a module.	
Create a published graded discussion forum with due dates. Add the discussion to a module.	
Reply, edit, and delete a thread in a forum.	
Pin a discussion board, such as "Ask the Instructor".	
Choose Home Page.	
Demonstrate how to send an email to single and multiple users within the LMS.	
Validate links in content.	
Add NetTutor to left-hand navigation menu. Add super secret and key.	
Enter "Student View" to preview the course and review the notification settings.	
Demonstrate how to publish the course.	

Discuss

Task Description	Check
Discuss accessibility issues and the importance of doing an accessibility check on the course pages and content. Visit link for additional info http://tess.sbccd.org/Faculty/Teaching_Resources/Accessibility	

Verify Knowledge Assessment

Task Description (add link to document)	Check
Knowledge Assessment – Regular and Effective Contact	
Knowledge Assessment – Title 5 regulations including accessibility requirements	

_____ _____

Evaluator Signature Date

_____ _____

Evaluatee Signature Date