2b. DISTANCE EDUCATION LMS HANDS-ON SKILLS CHECKLIST

Applicant Name: _____ Date Completed: _____

Task Description	√	Method of Evaluation
Complete a course copy.		Observe procedure
Bring syllabus as a MS Word document, check for accessibility issues, and then save it as a PDF and post to the Syllabus area in the LMS.		Observe procedure
Post and edit a class announcement and set delay posting.		Observe procedure
In Settings tab: Add an image to Course Details. Set dates for the course.		Observe procedure
In Settings tab: Drag and Drop to reorder and/or hide course navigation menu items in Settings/Navigation tab		Observe procedure
Add four Modules: Start Here, Week 1, Week 2, and Student Support and make sure they are published		Observe procedure
Add the syllabus file to Start Here Module.		Observe procedure
Add Online Counseling link to Student Support Module.		Observe procedure
Create three groups in Assignments: Exam & Quizzes, Discussions, and Your Choice		Observe procedure
Create a graded assignment and add it to one of the modules. And publish this.		Observe procedure
Create and edit a quiz, add the quiz to a module.		Observe procedure
Create a Content Page in the Start Here Module that embeds the introduction to Canvas Video for students. https://vimeo.com/74677642		Observe procedure
Create a published graded discussion forum with due dates and then reply, edit and delete a thread in the forum. Add the discussion to a module.		Observe procedure
Create a published pinned discussion board such as "Ask the Instructor".		Observe procedure
Choose Home Page		Observe procedure
Demonstrate how to send an email to single and multiple users within the LMS		Observe procedure
Validate Links in Content		Observe procedure
In Settings tab: Add the App for NetTutor (Need Consumer Key and Shared Secret)		Observe procedure

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Enter Student View to preview the course and review the notification settings		
Publish the course to make it available to students.		Observe procedure
Export Course Content for future semester use and/or as a backup.		Observe procedure
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		Conversation
Knowledge Assessment – Regular and Effective Contact		2a - Knowledge Assessment
Knowledge Assessment – Title 5 regulations including accessibility requirements		2a - Knowledge Assessment

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Evaluator Signature   **Date**

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