

Intent to Teach Form

Instructions

This form is used to document your training and experience in online teaching. Before being approved to teach online, instructors must have training in LMS, instructional design, and accessibility. Prior online teaching experience is not required, but include it here if you do have prior experience.

For information on suggested training please see the [Online Teaching Training](#) page.

Evaluation

The results from this form will be sent to the entire Educational Technology Committee (ETC) each time it is submitted. Please gather all training certificates and documents before completing this quiz. Please do not submit the quiz multiple times. After ETC has reviewed your submission, the [Distance Educations Lead](#) will contact you through campus email. Please be sure to check (or forward) your campus email.

Special Note

You must first be a faculty or adjunct faculty member of Crafton Hills College before completing this form.

Required Training

Question 11 pts

Course Design and Instructional Strategies

Please upload certificates or badges that you have earned for required training. Clearly state the title of the training in the document name. Additional training can be uploaded in the next section.

Upload
Choose a File

Question 21 pts

Accessibility Training

Please upload certificates or badges that you have earned for required training. Clearly state the title of the training in the document name. Additional training can be uploaded in the next section.

Upload
Choose a File

Optional Additional Training

Question 30 pts

Optional Additional Training 1

Please upload a certificate or badge that you have earned through additional training. Clearly state the title of the training in the document name.

Upload
Choose a File

Question 40 pts

Optional Additional Training 2

Please upload a certificate or badge that you have earned through additional training. Clearly state the title of the training in the document name.

Upload
Choose a File

Question 50 pts

Optional Additional Training 3

Please upload a certificate or badge that you have earned through additional training. Clearly state the title of the training in the document name.

Upload
Choose a File

Question 60 pts

Optional Additional Training 4

Please upload a certificate or badge that you have earned through additional training. Clearly state the title of the training in the document name.

Upload
Choose a File

Question 70 pts

Optional Additional Training 5

Please upload a certificate or badge that you have earned through additional training. Clearly state the title of the training in the document name.

Upload
Choose a File

LMS Skills

Please verify that you are comfortable completing the following tasks and that you understand the expectations for accessibility, copyright, and regular and effective communication. Please note that accessibility, copyright, and regular and effective communication should have been covered in training prior to the certification process.

Question 81 pts

I can post and edit a class announcement with a delayed posting date.

Yes

No

Question 91 pts

I can add an image to Course Details, set dates for the course, and edit course navigation.

Yes

No

Question 101 pts

I can add NetTutor to the left-hand navigation menu. (This is required for online courses.)

Yes

No

Question 111 pts

I can create, embed, and publish a graded assignment.

Yes

No

Question 121 pts

I can create groups in "Assignments" and add percentages/points to groups. (e.g. quizzes are 10% of grade, homework is 20% of grade)

Yes

No

Question 131 pts

I can create, embed, and publish a graded quiz.

Yes

No

Question 141 pts

I can create, embed, and publish a graded discussion.

Yes

No

Question 151 pts

I can pin a discussion board, such as "Ask the Instructor."

Yes

No

Question 161 pts

I can post, edit, and delete replies in discussions.

Yes

No

Question 171 pts

I can choose a homepage and add announcements to the homepage.

Yes

No

Question 181 pts

I can embed media such as videos and PDFs on a page, discussion, announcement, or assignment.

Yes

No

Question 191 pts

I can validate links in content.

Yes

No

Question 201 pts

I can send an email to single and multiple users within the LMS.

Yes

No

Question 211 pts

I can enter "Student View" to preview the course and review such items as the notification settings or calendar.

Yes

No

Question 221 pts

I can publish the course.

Yes

No

Question 231 pts

I understand the expectations for accessibility ([Title 5 regulations/WCAG 2.1](#)).

Yes

No

Question 241 pts

I understand the expectations for regular and effective contact.

Yes

No

Question 251 pts

I understand the expectations for adhering to copyright law.

Yes

No

Preparation and Experience

Question 261 pts

Discuss all online courses you have prepared and/or taught and the institution through which the course(s) were offered. List any other experiences that have prepared you to teach in the online environment.