

## 2b. DISTANCE EDUCATION LMS HANDS-ON SKILLS CHECKLIST

Applicant Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Task Description	√	Method of Evaluation
Post and edit a class announcement and forward as an email		Observe procedure
Create a graded discussion forum with due dates and then post, edit and delete a thread in the forum		Observe procedure
Bring syllabus as a MS Word document, check for accessibility issues, and then save it as a PDF and post to the Course Information area in the LMS		Observe procedure
Demonstrate how to send an email to single and multiple users within the LMS		Observe procedure
Make a course available to students		Observe procedure
Complete a course copy		Observe procedure
Export/Archive course		Observe procedure
Upload or create a link for video or media file and include a hyperlink that opens a new tab		Observe procedure
Add and edit course menu items (if missing add a menu item titled Student Services)		Observe procedure
Add a link to a Student Service inside of the Students Services area		Observe procedure
Create a gradebook item in the LMS		Observe procedure
Create and edit a quiz		Observe procedure
Use the assessment feature to create a graded assignment		Observe procedure
Discuss accessibility issues and the importance of doing an accessibility check on the course pages and content. Visit link for additional info <a href="http://tess.sbccd.org/Faculty/Teaching_Resources/Accessibility">http://tess.sbccd.org/Faculty/Teaching_Resources/Accessibility</a>		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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Evaluators Signature

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Date