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

Applicant Name: Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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 |
| 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**