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| Assignment 1: Best Practices (20%) | we |
| Learning Outcome |  |
|  | Assessment criteria | Level 3 - Exemplary | Level 2 - Proficient | Level 1 - Developing |
| **Communication** |  | In your report, you: | In your report, you: | In your report, you: |
| 1.1 Produces effective written material | Organizes material coherently, concisely and completely.  | * organize all of your material coherently, concisely and completely in a table with a provide a detailed written analysis
 | * organize your material somewhat coherently and concisely in a table with accompanying written analysis
 | * provide a table with no written analysis
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|  | Ensures accuracy of documents by proof-reading and re-drafting as needed. | * consistently proofread and re-draft report to ensure it adheres to accuracy conventions
* revise your report based on feedback from colleagues
 | * proofread and re-draft report to ensure it adheres to accuracy conventions
 | * inconsistently proofreads and re-drafts report
 |
| 1.2 Makes effective presentations and communicates using appropriate media and techniques. | Communicates in a style and language that is suitable for the context | * clearly and concisely communicated in chosen format
* correctly used relevant terminology suitable for your audience
* adhered to the word limit
 | * communicated in chosen format
* used mostly relevant terminology
* length was either above or below the word limit
 | * communicated in chosen format and length was either below or above the word limit
 |
| **Knowledge** |  | In your report, you: | In your report, you: | In your report, you: |
| 5.5 Evaluates the processes and structures that support distance learners. | Recognizes the characteristics and support needs of distance learners. | * provide a detailed evaluation of the user requirements for the chosen synchronous tool, including ease of use for students and scalability for an institution using this tool
 | * provide an evaluation of some of the user requirements for the chosen synchronous tool and some of the issues for an institution using this tool
 | * List the user requirements for the chosen synchronous tool
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| 5.6 Uses instructional technologies to support learning. | Identifies characteristics of a variety of instruction technologies. | * provide a detailed description of the affordances and limitations of the chosen synchronous tool
 | * describe some of the affordances and limitations of the chosen synchronous tool
 | * describe one or two affordances OR limitations of the chosen synchronous tool
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|  | Comments (table text) |