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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 | |
|  | 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 | |
| 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 | |
|  | Comments (table text) | | | | |