

<b>EUC System-wide Competencies for Distance Instructors</b>	<b>Competency obtained</b>
<b>Technical Competency</b>	<input type="checkbox"/>
Basic File Management	<input type="checkbox"/>
Microsoft Office Experience (.html, .doc, FrontPage, PowerPoint, etc.)	<input type="checkbox"/>
E-mail Management (attaching files and pictures)	<input type="checkbox"/>
Converting File types (images-pixels, resizing, changing document file types, etc.)	<input type="checkbox"/>
Researching the Web (using material on web as an aid for online course)	<input type="checkbox"/>
How to access and use different drives on the computer	<input type="checkbox"/>
Basic Computer Troubleshooting	<input type="checkbox"/>
How to download, install, and use software applications	<input type="checkbox"/>
Knowledge of basic computer language and operation (URL, JAVA script, upload, download, browser settings, pop-up blockers firewall settings...)	<input type="checkbox"/>
<b>Proficiency with Course Management System</b>	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>
Content module	<input type="checkbox"/>
Assignment	<input type="checkbox"/>
Quiz/survey	<input type="checkbox"/>
Discussion board	<input type="checkbox"/>
Mail	<input type="checkbox"/>
Chat	<input type="checkbox"/>
Difference among the organizer, single, and URL pages	<input type="checkbox"/>
Gradebook (adding columns, edit grades, creating grading formulas, change column type)	<input type="checkbox"/>
<b>Instructional/Course Design</b>	<input type="checkbox"/>
Writing course learning objectives, aligning with course assessments	<input type="checkbox"/>
Provide instructions to course navigation	<input type="checkbox"/>
Provide grading policy	<input type="checkbox"/>
Provide instructions for course discussion and feedback	<input type="checkbox"/>
Create and provide instructions for course materials and technologies	<input type="checkbox"/>
Provide for course interactions (instructor and student, student to student, etc.)	<input type="checkbox"/>
Provide information for learner support including accessibility	<input type="checkbox"/>

<b>Videoconferencing Proficiency</b>	<input type="checkbox"/>
Equipment and room set-up	<input type="checkbox"/>
Designing course materials	<input type="checkbox"/>
Support for technical problems	<input type="checkbox"/>
Interactivity within and between sites	<input type="checkbox"/>
Pre-set camera setting	<input type="checkbox"/>
Manually switch between distant sites	<input type="checkbox"/>
Switch between equipment usage (visual presenter, CD/DVD, PowerPoint, back to live video)	<input type="checkbox"/>
<b>Student Support</b>	<input type="checkbox"/>
Basic course troubleshooting	<input type="checkbox"/>
Knowledge of pop-up blockers	<input type="checkbox"/>
Recognizing password problems	<input type="checkbox"/>
Knowledge of distance support services (e.g., library, academic support, Support Desk, etc.)	<input type="checkbox"/>
<b>Quality Assurance</b>	<input type="checkbox"/>
Familiarity and alignment with the Quality Matters Rubric	<input type="checkbox"/>

**South Dakota State University**

College \_\_\_\_\_

Department \_\_\_\_\_

Course \_\_\_\_\_

First delivery semester \_\_\_\_\_

Instructor \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

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