



## Request To Use Alternative Course Management Software

Moodle is the only course management software supported by LA Trade Technical College, beginning June 2007. Any instructor who wishes to teach a class online using a system other than Moodle must complete this request which needs to be approved by the Distance and Distributed Learning (DDL) Committee.

Please answer the following questions and get the signature of your department chair prior to submission to the DDL Committee chair, Linda Delzeit.

1. Your Name: \_\_\_\_\_
2. Class you plan to teach: \_\_\_\_\_
3. Has the class been approved for DE by the curriculum committee?  yes  no
4. Percentage of class being taught online: \_\_\_\_\_
5. Course management system of choice: \_\_\_\_\_
6. Reasons for selecting alternative CMS: \_\_\_\_\_
  
7. Does CMS comply with Section 508 of the Rehabilitation Act?
  - a. All pictures have alt tags that describe the picture.  yes  no
  - b. All audio and video files have text transcriptions.  yes  no
  - c. All image maps have alternative text navigation.  yes  no
8. Does CMS have password protection to all areas?  yes  no
9. Does CMS have integrated discussion areas?  yes  no
10. Does CMS have ability to post regular announcements and opportunities for students to ask questions about the course?  yes  no
11. Does CMS integrate testing and grade reporting?  yes  no
12. How do students get information about the alternative CMS, including login id/password? \_\_\_\_\_
  
13. Are tutorials available for students to learn how to use the CMS?  yes  no
14. Who will provide technical support to students using this CMS? \_\_\_\_\_
  
15. Is there a cost to the students to use the CMS?  yes  no If so, how much? \_\_\_\_\_
16. Is there a cost to the school to use the CMS?  yes  no If so, who approved the expense? What is the cost and how long is the contract? It is important to know the sustaining support base. \_\_\_\_\_
  
17. What are the system requirements for students to use the course management system? Include information regarding operating system compatibility, web browser support and required plug-ins. \_\_\_\_\_

Provide a login id/password for committee to investigate the alternative CMS when you submit this request.