



SDCCD Online Faculty Certification Program

Course Description

Welcome! In this course, you'll be introduced to the technical and pedagogical skills necessary to be a successful, effective online instructor at SDCCD. Through interactive tutorials, hands-on assignments, quizzes, and discussions, you'll learn how to keep students informed, promote a lively online learning community and effectively manage your course throughout the semester.

Learning Outcomes

At the completion of this course, participants will be able to:

1. Learn Distance Education regulations and accreditation guidelines for all online courses at the SDCCD
2. Demonstrate understanding of online instructional techniques that promote student learning
3. Discuss the importance of designing humanized learning experiences
4. Apply techniques for interacting with students in the online environment
5. Use tools in Canvas to develop and teach an online class with effective pedagogy
6. Navigate a Canvas course as a student and as a teacher
7. Create effective online course design elements (interaction, assessment, and content) in Canvas
8. Find resources to foster continuous improvement of online course design

Course Instructors

SDCCD Online Learning Pathways is facilitating this course. The facilitators include:

Kats Gustafson, Ed.D.

Dean of Online and Distributed Learning

Trenton Tidwell, M.Ed.

Instructional Design Coordinator

Chris Rodgers

Instructional Design Coordinator

Dave Giberson, Ph.D.

Consulting Instructional Designer

Claudia Tornsäufer, Ed.D.

SDCE Online Faculty Mentor

Rechelle Mojica, MS, CRC

Miramar College Online Faculty Mentor

Communication Policy

In this course the **Questions and Answers** forum is a good spot for posting questions and finding answers from other students in the training.

Feel free to contact the course instructors at:

Email: support@sdccdonline.net

Phone: 619-388-7330

We will respond to any inquiries within three business days. Any inquiries sent over the weekend or on a holiday will be addressed on the following business day.

Course Organization

This training course is divided into 7 modules. The modules guide participants through the course.

1. **Module 01:** Training Orientation
2. **Module 02:** Distance Education Guidelines
3. **Module 03:** Let's Start By Humanizing
4. **Module 04:** Effective Online Course Design
5. **Module 05:** Introduction to Canvas
6. **Module 06:** Canvas Tools
7. **Module 07:** Certification Statement and Resources
8. **Where to Now and Canvas Support and Resources**

Activities and Assessment Methods

As a student in this training course you will be enrolled in two Canvas courses:

- 1. Faculty Training Course:** This is the course that you are currently viewing. You have student-level access to this course. The activities that you'll be completing in the Faculty Training Course are:
 - a.** Pre-Assessments: Some modules will begin with a pre-assessment to check your understanding of that material in that module. Pre-assessments are not graded but they can be used by students and instructors to measure the learning that has taken place in the module.
 - b.** Reading material in Learning Modules: Each module contains pages of content. In order to complete the other activities in the course, participants must read the material in the learning modules. It is not a requirement to view every tutorial video that is included in the course. Videos should be viewed on an as-needed basis by the trainees. Included in the modules are links to tutorials from the following sites:
 - Instructure Canvas Video Guide
 - c.** Participating in Discussion Forums: Interaction takes place in the discussion forums. These should be completed in the order in which they are encountered in the modules.
 - d.** Taking Quizzes: You will take online quizzes just as if you were an online student. This allows participants to see what it is like to take tests online in Canvas.
 - e.** Submitting Assignments: Trainees will submit assignments online just as online students do. Assignments usually consist of a Practice Course Activity and a Reflection Activity. The Practice Course Activity is completed in the participant's Practice Course with Instructor-level access to a shell. Once the Practice Activity is completed, the trainee returns to the training course to write and submit their Reflection Activity. The assignment reflection consists of several questions that must be answered and submitted as text.

- 2. Practice Course:** You have Instructor access to a second course in which you can complete the Practice Course Activities (Assignments). The Practice Course is yours for practice and training purposes only. Please inform a course instructor if you do not have a Practice Course shell in which to complete the assignments.

Participants in this training course will complete the following activities:

Module	Description
Module 1 Training Orientation	<p>1.7 Discussion: Introduction and Icebreaker</p> <p>In this activity you'll write a brief self-introduction to be posted to our training class discussion forum</p> <p><i>10 points</i></p> <p>1.8 Assignment: Module 1</p> <p>Update your contact information and profile picture in Canvas, and then discuss why you think photos, videos, and icebreakers are important in online or web enhanced courses.</p> <p><i>10 points</i></p> <p>1.9 Quiz: Module 1</p> <p>This quiz is meant to be a learning activity covering the learning objectives of Module 1.</p> <p><i>5 points</i></p>
Module 2 Distance Education Guidelines	<p>2.7 Discussion: Captioning a Video with YouTube</p> <p>Create a short, captioned video for your students on YouTube and then share and discuss it with your colleagues on the discussions forum.</p> <p><i>15 points</i></p> <p>2.11 Assignment: Module 2</p> <p>Using the Distance Education Guidelines and their focus on regular, effective communication, reflect on your online or web enhanced teaching practices.</p> <p><i>20 points</i></p> <p>2.12 Quiz: Module 2</p> <p>This quiz is meant to be a learning activity covering the learning objectives of Module 2.</p> <p><i>15 points</i></p>

<p>Module 3 Let's Start By Humanizing</p>	<p>3.3 Discussion: Welcoming Your Students</p> <p>In this activity, reflect on how you welcome your students to your online course, sharing ideas with colleagues on the discussions forum.</p> <p><i>15 points</i></p>
<p>Module 4 Effective Online Course Design</p>	<p>4.3 Self-Assess & Discuss: Interaction</p> <p>After completing a self-assessment using the OEI Course Design Rubric Section B, participants will share with colleagues how they are achieving interaction in their online course.</p> <p><i>15 points</i></p> <p>4.5 Self-Assess & Discuss: Assessment</p> <p>After completing a self-assessment using the OEI Course Design Rubric Section C, participants will share with colleagues how they are assessing their online students.</p> <p><i>15 points</i></p> <p>4.7 Self-Assess & Discuss: Content</p> <p>After completing a self-assessment using the OEI Course Design Rubric Section A, participants will share with colleagues how they have curated engaging content for students.</p> <p><i>15 points</i></p> <p>4.8 Assignment: Create a Course Outline</p> <p>Create a course outline for one module using Microsoft Word. You will be using this outline for reference when you get to 6.3 "Create a Module" assignment in Module 6.</p> <p><i>5 points</i></p> <p>Quiz: <i>No quiz.</i></p>
<p>Module 5 Introduction to Canvas</p>	<p>5.6 Assignment: Navigation Made Easy</p> <p>You will learn how to create a simple yet effective course navigation that will be intuitive for your students to use.</p> <p><i>5 points</i></p>

	<p>5.7 Assignment: Add An Announcement</p> <p>For this assignment, you will learn how to add an announcement to your Canvas course using the Announcement tool. You will also learn how you can have your announcements display on the homepage of your course.</p> <p><i>5 points</i></p> <p>5.8 Discussion: First Impressions</p> <p>Take a moment to share your impressions of Canvas as a tool for teaching and learning.</p> <p><i>10 points</i></p> <p>5.9 Quiz: Module 5</p> <p>This quiz is meant to be a learning activity covering the learning objectives of Module 5.</p> <p><i>5 points</i></p>
<p>Module 6 Canvas Tools</p>	<p>6.3 Assignment: Create a Module</p> <p>Using the outline that you completed for the “4.8 Create a Course Outline” assignment, you will learn how to create one well-organized module in your Canvas practice shell.</p> <p><i>10 points</i></p> <p>6.4 Assignment: Create a Content Page</p> <p>Using the module that you just created for the “6.3 Create a Module” assignment as a foundation, you will learn how to create a Content Page in your Canvas practice shell.</p> <p><i>10 points</i></p> <p>6.5 Assignment: Choose a Homepage</p> <p>Create a homepage that will help students get started on the right path for your course.</p> <p><i>10 points</i></p> <p>6.6 Assignment: Post your Syllabus</p> <p>You will learn the best practice in how to properly post your syllabus using the Canvas Syllabus Tool in your Canvas practice shell.</p>

10 points

6.8 Assignment: Create a Discussion

Using the module that you just created for the “6.3 Create a Module” assignment as a foundation, you will learn how to create a Discussion in your Canvas practice shell.

10 points

6.9 Assignment: Create a Calendar Item

For this assignment, you will learn how to use the Calendar tool by creating a calendar item for your course.

10 points

6.11 Assignment: Create an Assessment

Using the module that you created for the “6.3 Create a Module” assignment as a foundation, you will learn how to create a Canvas Assignment in your Canvas practice shell.

You also have the opportunity of earning up to 6 extra credit points by creating a Quiz in your Canvas practice shell.

10 points

6.12 Assignment: Use the SpeedGrader

For this assignment you will learn how to grade the assignment that you created for the “6.11 Create an Assessment” assignment by using the Canvas SpeedGrader.

10 points

6.14 Assignment: Your Support Needs

Participants will report on how the Canvas migration process is going for them if they are coming from Blackboard. Or, how learning Canvas in general is going for them individually.

Participants will also provide feedback on their preference for continued training/support from SDCCD.

5 points

Module 7 Certification Statement Final Step	Quiz: Final Step - Certification Statement
Where to Now and Canvas Support and Resources	Templates Sample Courses Other Resources

Availability of Material in Learning Modules

This training course utilizes prerequisites (formerly titled adaptive release), which means that conditions must be met in order for content to be released to participants. Please take note of the following:

- At the bottom of each page of Module 2, participants will see an Electronic Certification Statement. **Participants must agree to that statement by clicking the "Mark as done" button at the top of each page in order to continue on with the next page.**
- If an item must be marked as done by a participant, a button labeled "Mark as done" will be displayed under the item. Once selected, the button will display "Done" and you can continue to the next page of the module.
- **Each subsequent module will only become available once participants submit the work required in the previous module.** For example, Module 2 doesn't become available until participants have submitted the Module 1 Assignment, the Module 1 Discussion, and the Module 1 Quiz.

Your Score and How Grading Works

Module	Activity	Points	Module	Activity	Points
1	Discussion	10	5	Assignment	5
1	Assignment	10	5	Assignment	5
1	Quiz	5	5	Discussion	10
			5	Quiz	5
2	Discussion	15			
2	Assignment	20	6	Assignment	10
2	Quiz	15	6	Assignment	10
			6	Assignment	10
3	Discussion	15	6	Assignment	10
			6	Assignment	10
4	Discussion	15	6	Assignment	10
4	Discussion	15	6	Assignment	10
4	Discussion	15	6	Assignment	10
4	Assignment	5	6	Assignment	5

Total Points: 250 (90% = 225 points)

How to Get Flex Credit

For Flex credit please register on [District Flex](#).

How to Achieve SDCCD Online Faculty Certification

Certification is separate from receiving Flex Credit. Certification requires participants to complete and submit all course activities and earn at least 90% (225) of the 250 total points.

After completing all the coursework, and receiving at least 90% (225) of total points, participants must submit and pass the Certification Statement assessment. Once participants have satisfied the criteria for certification, they receive a confirmation email from Online and Distributed Learning.

The deadline for certification in this course is the end of the 2017-2018 academic year (usually June 30). You have completed this course once you have achieved the learning outcomes!

Course Schedule

This training course will be open throughout the academic year. Unlike most online courses, participants in this training course can move through the modules at their own pace. Individual assignments, discussions, and quizzes must be completed by the end of the academic year. If the faculty member is completing the course for a College or Continuing Education requirement or for Flex credit, then those deadlines must be met by the individual faculty member. At the end of the academic year, the course will close for assignment submissions, but it will remain available for you to access as a resource.

Plagiarism/Academic Integrity

As students in this course, you must adhere to the policies and procedures of the San Diego Community College District, as well as all Federal, State, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts as described in Policy 3100: The taking of and passing off as one's own

work or ideas of another; plagiarism and academic cheating. Please refer to the District Student Code of Conduct on the District Website:

<https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%203100.pdf>

Netiquette Guidelines

Respectful behavior is expected of you in our online learning environment. Please read the [Netiquette Guidelines \(PDF\)](#).

Accessibility of Course Material

Every effort has been made to make this course accessible to all our participants, including participants with disabilities. If you encounter a problem accessing anything in this course, please contact a course instructor immediately.