



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 and equitable 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:

Brian Weston, MPA

Dean of Online and Distributed Learning

Chris Rodgers

Instructional Design Coordinator

Trenton Tidwell, M.Ed.

Instructional Design Coordinator

Peter Tea

Project Analyst

Communication Policy

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.

Feel free to contact the course instructors at:

- **Brian Weston:** bweston@sdccd.edu
- **Chris Rodgers:** crodders@sdccd.edu
- **Trenton Tidwell:** ttidwell@sdccd.edu
- **Peter Tea:** ptea@sdccd.edu

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. **Comments and replies to two other posts in each discussion board are required in order to receive full credit.**

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.

***Note: All Discussion Boards and Assignments in the Online Faculty Certification Program have unlimited submission attempts. Feedback will be provided on how to revise and resubmit each assignment for full credit. For further questions please reach out to Peter Tea, ptea@sdccd.edu.**

2. Practice Course: Upon enrollment we created a Canvas Development Shell for you to use as your practice course shell to complete the hands-on assignments within this course. You should see a Development Shell on your Dashboard under the Unpublished Courses section with the following format...

DEVELOPMENT-SHELL-FIRSTINITALLASTNAME

or

D-SHELL-FIRSTINITALLASTNAME

(ie. DEVELOPMENT-SHELL-CRODGERS or D-SHELL-CRODGERS)

Please email us right away if you are unable to locate this Development Shell.



1. You will be using this tile to access the OFCP.
2. In your unpublished courses at the bottom of your Canvas Dashboard you will see your Developmental Shell Tile.

Participants in this training course must complete the following activities:

Module	Description
Module 1 Training Orientation	1.8 Introduction and Icebreaker (Graded Discussion) In this activity you'll write a brief self-introduction to be posted to our training class discussion forum <i>5 points</i> 1.9 Your First Assignment (Graded Assignment) 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. <i>10 points</i> 1.10 Quiz: Module 1 (Graded Quiz) This quiz is meant to be a learning activity covering the learning objectives of Module 1. <i>5 points</i>

<p>Module 2</p> <p>Distance Education Guidelines</p>	<p>2.7 Captioning a Video (Graded Discussion)</p> <p>Full Points and Completion Required for Certification</p> <p>Create a short, captioned video for your students and then share and discuss it with your colleagues on the discussions forum.</p> <p><i>15 points</i></p> <p>2.11 Written Activity: Regular & Effective Communication (Graded Assignment)</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 (Graded Quiz)</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>
---------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Module 3 Let's Start By Humanizing	3.7 Equity (Graded Discussion) After completing a self-assessment using the Peralta Online Equity Rubric, participants will share with colleagues how they are going to make their online course equitable. As well as ideas on how to improve equity. <i>10 points</i> 3.12 Welcoming Your Students (Graded Discussion) In this activity, reflect on how you welcome your students to your online course, sharing ideas with colleagues on the discussions forum. <i>15 points</i>
-----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Module 4

Effective Online Course Design

4.3 Self-Assess & Discuss: Interaction (Graded Discussion)

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.

15 points

4.5 Self-Assess & Discuss: Assessment (Graded Discussion)

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.

15 points

4.7 Self-Assess & Discuss: Content (Graded Discussion)

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.

15 points

4.8 Assignment: Create a Course Outline (Graded Assignment)

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.

5 points

<p>Module 5</p> <p>Introduction to Canvas</p>	<p>5.6 Navigation Made Easy (Graded Assignment)</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 (Graded Assignment)</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 First Impressions (Graded Discussion)</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 (Graded Quiz)</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>
------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Module 6

Canvas Tools

6.3 Create a Module (Graded Assignment)

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.

10 points

6.4 Create a Content Page (Graded Assignment)

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.

10 points

6.5 Choose a Homepage (Graded Assignment)

Create a homepage that will help students get started on the right path for your course.

10 points

6.6 Post your Syllabus (Graded Assignment)

You will learn the best practice in how to properly post your syllabus using the Canvas Syllabus Tool in your Canvas practice shell.

10 points

6.8 Create a Discussion (Graded Assignment)

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 Create a Calendar Item (Graded Assignment)

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

5 points

6.11 Create an Assessment (Graded Assignment)

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.

10 points

6.12 Create a Canvas Quiz (Graded Assignment)

A five question Canvas Quiz will be created either using multiple choice questions or any of the other question formats Canvas offers.

5 points

6.13 Use the SpeedGrader (Graded Assignment)

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.

	<p><i>10 points</i></p> <p>6.14 Your Support Needs (Non-Graded Assignment)</p> <p>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.</p> <p>Participants will also provide feedback on their preference for continued training/support from SDCCD.</p> <p><i>0 points</i></p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Module 7 Certification Statement Final Step	Quiz: Final Step - Certification Statement
----------------------------------------------------------------	---------------------------------------------------

Where to Now and Canvas Support and Resources	<p>Templates</p> <p>Sample</p> <p>Courses</p> <p>Other</p> <p>Resources</p>
--------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

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
1.8	Discussion	5		5.6	Assignment	5
1.9	Assignment	10		5.7	Assignment	5
1.10	Quiz	5		5.8	Discussion	10
				5.9	Quiz	5
2.7	Discussion	15				
2.11	Assignment	20		6.3	Assignment	10
2.12	Quiz	15		6.4	Assignment	10
				6.5	Assignment	5
3.7	Discussion	10		6.6	Assignment	10
3.12	Discussion	15		6.8	Assignment	10
				6.9	Assignment	10
4.3	Discussion	15		6.11	Assignment	10
4.5	Discussion	15		6.12	Assignment	5
4.7	Discussion	15		6.13	Assignment	10
4.8	Assignment	5				

Total Points: 250 (90% = 225 points)

How to Get Flex Credit

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

FLEX NUMBERS

Mesa – #10001

City – #10001

Miramar – #10001

CE- #10001

How to Achieve SDCCD Online Faculty Certification

Certification is separate from receiving Flex Credit. Certification requires participants to complete and submit all course activities, receive a score of 15 points on the "2.7 Discussion: Captioning a Video" assignment/discussion, and earn at least 90% (225) of the 250 total points.

After completing and submitting all the coursework, receiving a score of 15 points on the "2.7 Discussion: Captioning a Video" assignment/discussion, and earning 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 2021-2022 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 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](#).

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.