Course Description

Welcome! We at SDCCD Online Learning Pathways are thrilled to have you onboard for the Online Faculty Certification Program. This training course is specifically designed to help online instructors attain proficiency in online pedagogy, course development, and the effective use of Canvas tools and features to deliver quality online instruction.

Learning Outcomes

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

- Summarize the core values and priorities of SDCCD Online Learning Pathways.
- Identify and utilize the resources available to support your online course development.
- Differentiate between the different course types that utilize Canvas at SDCCD.
- Demonstrate proficiency in using the Canvas LMS and its content creation tools.
- Analyze State and Federal Distance Education Guidelines.
- Create various types of Canvas assessments, such as Discussions, Assignments, and Quizzes.
- Evaluate Regular and Substantive Interaction in online courses.
- Apply proper accessibility guidelines to create accessible online content.
- Assess the role of equity in online education.
- Analyze the CCC OEI Course Design Rubric for effective 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

Communication Policy

Q&A Discussion Forum

Our Q&A discussion forum inside the OFCP serves as an outstanding platform for fielding general questions and sourcing solutions. It fosters interaction among faculty members involved in the program.

Conversations Inbox
- For personal queries related to your role within OFCP, please connect with our lead facilitator, Chris Rodgers, through the Conversations Inbox.
- You can locate the Conversations Inbox within the Global Navigation Menu inside Canvas.
- If you require assistance with the Conversations Inbox, we recommend watching this **video tutorial**.

Email Communication
- Messages dispatched through the Conversations Inbox land directly in the lead facilitator's email inbox, eliminating the need to send your OFCP-related communications to both locations.
- Please use the Conversations Inbox for OFCP-related queries.
- For matters outside the OFCP, feel free to email Chris Rodgers, your lead facilitator, at **crodgers@sdccd.edu**.

Response Times
- Your lead facilitator commits to responding to all OFCP-related inquiries within three business days.
- Queries submitted during the weekend or on holidays will be addressed on the subsequent business day.

Canvas Faculty Support
- Should you face any technical issues with Canvas, the Canvas Faculty Support team is available around the clock at 1-844-612-7422.

Course Organization

This training course is divided into 10 modules. The modules guide participants through the course.

1. **Module 01**: Training Orientation
2. **Module 02**: Introduction to Canvas
3. **Module 03**: Distance Education Guidelines
4. **Module 04**: Interaction and Presence in Distance Education Pt.1
5. **Module 05**: Interaction and Presence in Distance Education Pt.2
6. **Module 06**: Accessibility and Creating Course Content
7. **Module 07**: Curating Course Content
8. **Module 08**: Creating Assessments
9. **Module 09**: Ensuring Student Success
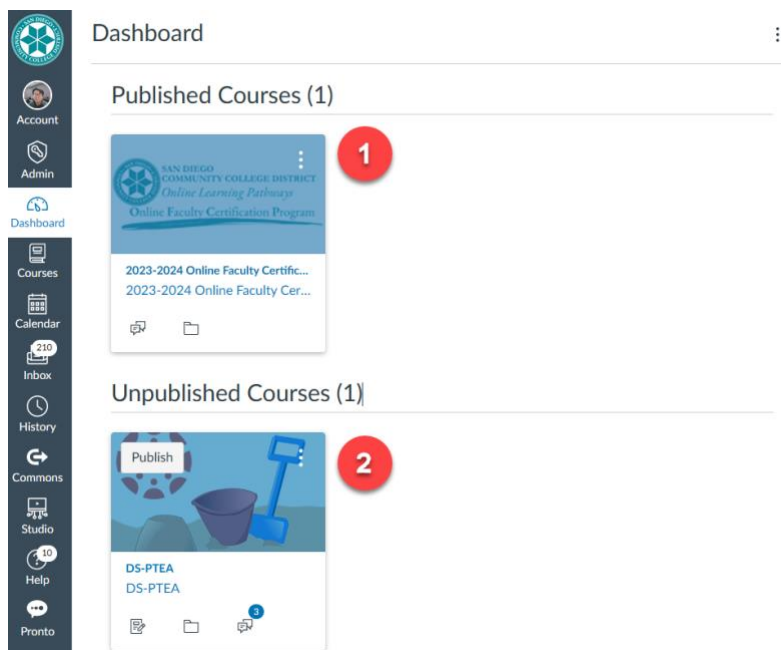10. **Module 10**: Reflect and Finish

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/Surveys: You will take online quizzes just as if you were an onlinestudent. 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. **Canvas Development Shell**: Upon enrollment we created a Canvas Sandbox Development Shell foryou 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...

DS-FIRSTINITIALLASTNAME or D-SHELL-OFCP-FIRSTINITIALLASTNAME

(ie. DS-CRODGERS or D-SHELL-OFCP-CRODGERS)

If you're unable to locate the Development Shell, kindly reach out to your lead facilitator through the Canvas Inbox without delay.

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 Sandbox Developmental Shell Tile.

Course Breakdown:

Participants in this program will need to complete the following:

Module Name	Description
Module 1 Training Orientation	**1.6 Pre-Course Survey (Survey) (10 Points)** In this activity we ask you to provide your instructors with a frame of reference to your familiarity of online pedagogy and Canvas knowledge. **Requirement: Points go to the required 112.5 needed to pass course** **1.11 Introduction and Icebreaker (Graded Discussion)** Take the opportunity to introduce yourself to your peers in our introduction and ice breaker discussion. We'll ask you to share some of your experiences with online teacher and what you're interested in learning in this program. **Requirement: Complete/Incomplete**
Module 2 Introduction to Canvas	**2.9 Navigation Made Easy (Graded Assignment)** In this activity we'll introduce you to your Canvas Development shell and cover some best practices regarding how to you should organize your course navigation menu. **Requirement: Complete/Incomplete** **2.11 Create a Course Outline for Your Development Shell (Graded Assignment)** To align ourselves with our outcome of building the first two modules of a functional online Canvas course. We have to start with an outline that will help us build your course content throughout the rest of this training. **Requirement: Complete/Incomplete**

Module 3 Distance Education Guidelines	**3.10 Written Activity: Regular and Substantive Interaction (RSI) in Communication (Graded Assignment)** In this activity we ask you to share how you define RSI and how you intend to use RSI in your online courses. **Requirement: Complete/Incomplete** **3.11 States and Federal Regulations Quiz (Graded Quiz) (10 Points)** To recap and reinforce the key themes of distance education guidelines that we covered in this module. We will have you complete a simple quiz going over some of the topics you had learned in this module. **Requirement: Points go to the required 112.5 needed to pass course** **3.14 Create a Canvas Module (Graded Assignment)** In this hands-on assignment you will use your Canvas Development Shell to build the outline your created previously in the last module. **Requirement: Complete/Incomplete**
Module 4 Interaction and Presence in Distance Education Part 1	**4.6 Create a Canvas Announcement (Assignment)** In this hands-on activity you will use your Canvas Development Shell to create a welcome announcement that will initiate pre-course contact with your students and provide them with helpful information to get them started in your online course. **Requirement: Complete/Incomplete** **4.12 Create a Canvas Discussion (Graded Assignment)** To follow with our theme of interaction and presence in this module, you will be using your Canvas Development Shell to create an introduction icebreaker discussion. **Requirement: Complete/Incomplete**

	4.13 Let's Talk About Icebreakers (Graded Discussion) In this Canvas discussion we ask you to discuss with your peers about your recent experience with creating a Canvas icebreaker discussion. Has this changed your outlook on these types of interactions in online courses? What can you do to improve or make this process more interactive or fun for students? **Requirement: Complete/Incomplete** **4.14 Interaction and Presence Quiz (Graded Quiz) (10 Points)** In this quiz we will review your understanding on the topics we covered this module on interaction and presence. **Requirement: Points go to the required 112.5 needed to pass course**
Module 5 Interaction and Presence in Distance Education Part 2	**5.10 Share your Introduction Video (Graded Discussion)** In this module we covered how maintaining your online presence is a fantastic way to humanize and provide a greater level of interaction with your students rather than solely providing written instructions and readings. Your task will be to record a short introduction video for your students and share this video in this discussion. **Requirement: Complete/Incomplete** **5.12 Create a Canvas Homepage (Graded Assignment)** In this hands-on assignment you will use your Canvas Development Shell to customize the template homepage with your information and to embed the introduction video you had previously created onto this homepage. **Requirement: Complete/Incomplete** **5.15 Interaction and Presence Quiz 2 (Quiz) (10 Points)** This quiz will cover the topics of humanization, video presence, and FERPA.

	Requirement: Points go to the required 112.5 needed to pass course
	5.16 Half Time Break and Discussion (Ungraded Discussion) (Optional)
	In this optional discussion we encourage you to share some of your thoughts and experiences as you have reached the halfway point. Do you have any tips you would recommend to your peers? Was there a specific topic that clicked with you in the last few modules? This will be your chance to speak freely and interact with some of our peers.
	5.17 Self Reflection and Half Time Feedback Survey (Survey) (10 Points)
	Just like how we had you fill out our pre-course survey we wanted to gauge what you learned now that you reached this halfway point. This will also be your opportunity to share any challenges or triumphs you may have experienced up until this point.
	Requirement: Points go to the required 112.5 needed to pass course
Module 6 Accessibility and Creating Course Content	**6.15 Create an Accessible Content Page (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to apply the accessibility concepts we covered in this module. Your task will be to create a Canvas Content page that employs the proper usage of alternative text for images, proper headings, and lists. **Requirement: Complete/Incomplete** **6.19 Captioning your Introduction Video (Graded Assignment)** In this activity we will have you follow proper video accessibility guidelines that will have you create accurate closed captions for your video. In the video hosting platform of your choosing, you will add captions that include proper spelling, grammar, and properly conveys the meaning of

	the spoken audio your introduction video. **Requirement: Complete/Incomplete** **6.20 Accessibility Quiz (Graded Quiz) (10 Points)** This quiz will have you review proper accessibility regulations that you will need to maintain for all online course content. **Requirement: Points go to the required 112.5 needed to pass course**
Module 7 Curating Course Content	**7.12 Create Proper Attributions (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to create a Canvas content page that contains at least 1 piece of OER content (Image, Textbook, etc.) and then create an attribution to provide proper credit to the author/creators. **Requirement: Complete/Incomplete** **7.13 Attributions Quiz (Graded Quiz) (10 Points)** In this quiz we will have you review topics regarding licensing, creative commons, OER, and the use of attributions. **Requirement: Points go to the required 112.5 needed to pass course**
Module 8 Creating Assessments	**8.12 Create a Summative Assessment (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to create a Canvas assignment. You will demonstrate how to properly create assignment instructions, setup a submission method for students, and attach a rubric. **Requirement: Complete/Incomplete** **8.17 Grading and Providing Feedback to your Canvas Assignments using the Speedgrader (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to use the Student View and

	Speedgrader tools. By using these tools you will simulate a student submission for the assignment you created, and then use the Speedgrader to provide feedback and a grade. **Requirement: Complete/Incomplete** **8.22 Create a Formative Canvas Quiz (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to create a 5-question Canvas quiz. **Requirement: Complete/Incomplete** **8.27 Assessments Quiz (Graded Quiz) (10 Points)** In this quiz we will have you review the important aspects of assessments and how crucial they are to measure student outcomes and learning in online courses. **Requirement: Points go to the required 112.5 needed to pass course**
Module 9 Ensuring Student Success	**9.15 Share a Policy (Graded Discussion)** After covering various types of course policies you can use in your online course. You will be using this discussion to share a policy you intend to use in your online course. We encourage commenting and replying to the posts of your peers to provide feedback and thoughts on their policies. **Requirement: Complete/Incomplete** **9.17 Post Your Canvas Syllabus (Graded Assignment)** In this hands-on activity you will use your Canvas Development Shell to share the syllabus you intend to use for your online course. **Requirement: Complete/Incomplete** **9.18 Equity and Course Policies Quiz (Quiz) (10 Points)** In this quiz we will have you review the important themes of equity and various online policies

	employed in online courses at the SDCCD. **Requirement: Points go to the required 112.5 needed to pass course**
Module 10 Reflect and Finish	**10.1 Complete your Development Shell (Graded Assignment)** In this hands-on activity this will your last opportunity to review your Canvas Development Shell before you publish the course and share it with us. **10.4 Final Reflection and Feedback (Survey) (10 Points)** In this final survey please give us your thoughts and feedback after completing all of the course content and assignments in our Online Faculty Certification Program. **Requirement: Points go to the required 112.5 needed to pass course** **10.5 Final Assessment (Quiz) (25 Points)** This quiz will assess you on the Distance Education Guidelines that you learned in this course as well as your plans for implementation in the online courses that you will be teaching. **Requirement: Points go to the required 112.5 needed to pass course**

How to Get Flex Credit

For Flex credit please register on **District Flex**.

FLEX NUMBERS

Mesa – Flex #20041

City – Flex #20041

Miramar - Flex #20041

CE- Flex #31001

How to Achieve SDCCD Online Faculty Certification

Certification is separate from receiving Flex Credit. Certification requires participants to:

- Secure a "Complete" rating on all assignments.
  - o Every assignment is graded on a Complete/Incomplete basis. Achieving a "Complete" status requires adherence to all rubric guidelines. This rating is a mandatory requirement for each assignment.
- Engage and earn a "Complete" rating in all discussion activities.
  - o The discussions, like assignments, follow the same Complete/Incomplete rating system. A comprehensive response to the full discussion prompt guarantees a "Complete" rating. Just as with assignments, a "Complete" rating is an essential requirement for all discussions.
- For Quizzes you will need to earn at least 90% (112.5) of the 125 total points.

Once participants have satisfied the criteria for certification, they will receive an SDCCD Online Faculty Certification Program Badge.

Course Schedule

The deadline for certification in this course is the end of the 2023-2024 academic year June 30th, 2024 (usually June 30). You have completed this course once you have achieved the learning outcomes!

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 5500: 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**.

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.