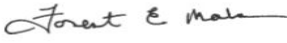



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

| | | | |
|---|---------------------------|--|-----------|
| Procedure Title: | ONLINE CERTIFICATION | Procedure Number: | 4-4-113.2 |
| Institutional Authority: | Chief Advancement Officer | | |
| Associated SBTCE Policy/Procedure: | | | |
| Governing ATC Policy: | 4-4-113 | | |
| Approved:  | |  | |
| President | | Chief Advancement Officer | |

| | |
|--------------------------|--------------------------|
| Date Adopted: 08/16/2010 | Date Revised: 02/12/2024 |
|--------------------------|--------------------------|

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The College is committed to providing quality online teaching and learning and to this end has implemented a certification program for all instructors utilizing the College's learning management system for hybrid, online and Web-supplemented instruction.

The Online Instructor Certificate Program (OICP) contains a three-tiered certification process based on the College's Quality Standards for Online Learning. Tier one training covers the basics of using the College's learning management system to supplement classroom instructor-led courses. Tier two training is for faculty who will teach an online or hybrid course from a previously designed and approved online course. Tier three training is for faculty who will design and build an online or hybrid course. An outline of the OICP is located below.

Aiken Technical College Online Instructor Certification

The Online Instructor Certification contains three tiers of training.

Tier 1 Blackboard Basics Training

Description: This training is designed for full-time or part-time faculty to introduce them to the basics of Blackboard. It is required training for all new faculty.

Module 1: Getting Started

- Editing the course menu
- Creating an instructor contact
- Uploading a syllabus
- Making your course available/unavailable
- Global navigation and My Blackboard
- Blackboard control panel
- Using student preview

Module 2: Working in Your Course

- Creating announcements
- Adding content
- Using the content editor
- Creating assignments
- Sending email
- Setting up discussion boards
- Creating tests
- Taking attendance
- Editing the notification settings

Module 3: Accessibility

- [Web Content Accessibility Guidelines \(WCAG\) essentials](#)
- [Adding accessible content to your courses](#)

Module 4: Grade Center

- Organizing the grade columns
- Creating a grade column
- Setting the weighted grade column
- Creating smart views
- Anonymous and delegated grading
- Working with the Grade Center offline

Module 5: End of the Term Procedures

- Copying your course for the next semester
- Making a course unavailable
- Exporting and archiving a course
- Importing an archived or exported zip file

Tier 2 Blackboard Training

Description: This training is designed for full-time or part-time faculty who will teach an online or hybrid course from a previously designed and approved online course and need to understand best

online practices quickly. This training focuses on how to manage and facilitate an online course and issues specific to teaching online at Aiken Technical College. This training must be initiated by the Department's Chair or Dean and is required of all full-time or part-time faculty who will teach an online or hybrid course from a previously designed and approved online course.

Pre-requisite: Participants should have already completed the Tier 1 training.

Module 1: Orientation to Online Instruction at ATC

- ATC's online instruction policies and procedures
- Developing an online syllabus and setting course expectations
- Developing a course schedule
- Organizing content with Learning Modules

Module 2: Community, Engagement, and Substantive Interactions

- Review benefits and processes of building community
- Explore options for creating continuous engagement
- Develop an understanding of the importance of regular and substantive interactions
- Explore methods and tools to establish regular and substantive interactions

Module 3: Accessibility and Universal Design

- Define Universal Design
- Review methods to accommodate student learning
- Define accessibility
- Review ways to make course materials accessible

Tier 3 Blackboard Training

Description: This training is designed for full-time faculty who will design and build an online or hybrid course. This 8-week training is offered online. This training must be initiated by the Department's Chair or Dean.

Prerequisites: Participants should have already completed the Tier 1 and 2 training.

Module 1: Welcoming Students and Devising Your Online Syllabus

- Welcoming students
- Review syllabus best practices (include content chunking, online policies, netiquette, and expectations for course involvement)
- Draft an outline demonstrating a scheduled course plan (present plan on the discussion board)
- Upload syllabus to master shell

Module 2: Creating a Community Development Plan

- Review materials on developing a Community of Inquiry (includes teaching presence, communication with students and between students)
- Technology tools and class activities that promote community
- Power of group activities, interaction, and participation

- Discussion – Submit a plan to develop the social, cognitive, and teaching aspects of your community and what tools you will use
- Checkpoint – Provide feedback on this course to date. Rate satisfaction and offer suggestions for improvement

Module 3: Creating Active Learning and Assessments

- Defining active learning
- Creating a course outline
- Chunking information and organizing content
- Assessing student online learning

Module 4: Identifying Accessibility Issues

- Review the ATC Policies and Procedures concerning accessibility for online courses/WCAG 2.0 Essentials for ATC Faculty
- Review steps for creating various types of accessible content
- Create content demonstrating accessibility
- Submit a plan for making your course ADA compliant

Module 5: Adding Multimedia and Additional Content

Evaluating and Selecting Content

- Review Bb course cartridges and textbook for supplemental online material
- Evaluate and link textbook companion websites
- Select appropriate learning objects to incorporate and examine other free online materials
- Copyright and Fair Use
- Discussion board on additional online content

Multimedia and Technology Tools

- Technology in teaching
- Developing multimedia in your course
- Free online technology
- Assignment: Create an intro video for your course
- Assignment: Create content from the technology tool of your choice, and share why you chose it and how it will contribute to student learning
- Add multimedia into your Active Learning Plan

Module 6: Organizing and Formatting Your Course

- Course organization
- Build learning modules
- Upload course cartridges
- Customizing the course design

Module 7: Final Steps

- Update the syllabus and course outline
- Add formative and summative evaluation opportunity
- Upload remaining content
- Evaluate this course