

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ONLINE CERTIFICATION	Procedure Number:	4-4-113.3
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
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**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 in Addendum 1.

## Aiken Technical College Online Instructor Certification

The Online Instructor Certification contains three tiers of training. Training agendas are below.

### 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. This tier contains five modules.

#### Module 1: Getting Started

- Editing the course menu
- Creating a contact under Instructor Info
- Uploading a syllabus
- Making your course available/unavailable
- Global navigation and My Blackboard
- Blackboard control panel
- Using student preview
- Setting the notification options

#### Module 2: Working in Your Course

- Creating announcements
- Adding content
- Using the content editor
- Creating assignments
- Sending email
- Setting up discussion boards
- Creating tests

#### Module 3: Grade Center

- Organizing the grade columns
- Creating a grade column
- Setting the weighted grade column
- Creating smart views
- Downloading/uploading grades
- Anonymous and delegated grading

#### Module 4: End of the Term Procedures

- Making a course unavailable
- Using Course Copy
- Archiving vs. exporting a course
- Archiving a course
- Exporting a course
- Importing an archived or exported zip file

#### Module 5: Accessibility

- Web Content Accessibility Guidelines (WCAG) 2.0
- WCAG 2.0 essentials for ATC faculty
- Adding accessible content to courses

## 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 Chair.

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

### Module 1: Orientation to Online Instruction at ATC

- Review Blackboard Operating Guidelines
- Review Online Instruction Procedures
- Review Support Services for Online Learners

### Module 2: Creating and Sustaining Community in an Online Environment

- Defining community: interaction, collaboration, and cooperation
- Technology tools that promote community
- Class activities that build community
- Developing a community development plan

### Module 3: Continual Engagement and Effective Online Instruction

- Defining continual engagement and its importance
- Ways to promote continual engagement throughout the semester
- Examples of continual engagement

## 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 Chair.

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