The Roadmap
to Becoming a Certified Online Instructor and Developing an Online Course

1. Contact Janet Kamps, the OIT Distance Education Coordinator

Contact Janet Kamps, the Distance Education Coordinator in the Office of Instructional Technology and arrange for an initial Information Meeting. Janet will gladly answer all your questions regarding distance education at SFA and will be your guide through the process of developing and/or becoming certified to teach an online course. Contact Janet by email at kampsjl@sfasu.edu or by phone at 936-468-1818.

2. Gain Approval from your Academic Department Chair

Before you begin the work of developing an online course, have a conversation with your department chair to determine if the department wants the course to be offered online and who all should be involved in the development process.

3. Complete the Required Training

1. Desire2Learn Series
   7½ hours of online or face-to-face D2L workshops covering basics of Desire2Learn. A pre-requisite to the Online Instructor Certification Course.

2. Online Instructor Certification Course
   A 40-hour, guided online course taught over eleven weeks covering instructional design, online pedagogy, and construction of at least one module of online content.

The Desire2Learn Series is a pre-requisite for the Design and Pedagogy Course. Both the D2L Series and the Design and Pedagogy Course can be completed in one semester. Some course materials may be developed simultaneously with the training. Anyone may attend the Desire2Learn workshops at any time. Visit the Workshop Schedule and Registration page on the OIT website for information on how to register.

After completing the required training, you are recognized as a Certified Online Instructor and eligible to receive additional compensation for teaching an online course.

If you are planning to develop a new online course yourself, please continue the process.
4. Schedule a Design Plan Meeting

The Design Plan Meeting is an opportunity for the course designer, the department chair, and OIT staff to discuss necessary details about the course and to agree on a design and a plan for completing the course. You will be required to present at least two sample modules of your proposed course for review. During the meeting, a Design Plan form and an Intellectual Property License Agreement will be signed. Lani Draper is OIT’s Instructional Designer. She will help make sure your model is ready to present. Contact Lani at ldraper@sfasu.edu or by phone at 936-468-1735 to schedule the meeting. (Design Plan Meetings may not be scheduled during September or February).

5. Develop the Course

Continue to work closely with the OIT Instructional Designer to develop the online course at your own pace. OIT can assist with design ideas, technical solutions, and support.

6. Schedule a Final Review

As your course draws near completion, Lani Draper will do a preliminary check to help make sure your course is ready to present at a Final Review. Final Reviews must be conducted before October 1st or March 1st in order to be recognized as an online course during the following semester. During the Final Review, you will present the finished, student-ready course to the OIT director and your department chair. Your finished course will be judged against the Principles of Good Practice to ensure it meets SFA’s high standards of quality for online courses. Once the course is approved, you will be eligible to receive development compensation as agreed to in the Design Plan.

7. Ensure the Online Course is Entered Properly in the System

Once a course passes the Final Review and is approved as an online course, it should be entered by your department into the system with a .5xx section number. Section numbers in the 500-599 range denote a course as an online course and Certified Online Instructors who teach such sections are eligible to receive additional compensation. There are certain numbers within that 500-599 range that have special meaning. Check with Janet Kamps in OIT or check with the Registrar’s office for more information on course section numbers.

8. Enjoy Teaching Your Online Course

Just like traditional courses, online courses and online instructors strive for continuous improvement. Continue to call on OIT for ideas and assistance in enhancing your course with refined teaching strategies and emerging technologies.