ROADMAP

to Becoming a Certified Online Instructor and Developing an Online Course

1 Contact the Center for Teaching & Learning

2 Meet with Your Department Chair

3 Complete the Required Educator Development

4 Fill out a DEV Shell Request Form

5 Design the Course & Complete the Review Process

6 Check that the Course is Properly Coded in Banner

7 Enjoy Teaching Your Online Course!

CENTER FOR TEACHING & LEARNING

COURSE DESIGN
ROADMAP

1. Contact the Center for Teaching & Learning

Thinking of developing a new online course? First, find out if the course has already been developed and approved in the past. Contact Alison Reed (alreed@sfasu.edu or 936.468.1818) or Megan Weatherly (msweatherly@sfasu.edu, 936.468.1735). Either of them can check if the course has already been developed for online delivery.

2. Meet with Your 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 should be involved in the development process. It is also recommended that you and your chair discuss the Intellectual Property Agreement that will be completed at the first design meeting. Contact Megan Weatherly for more information or if you have questions about intellectual property policy at SFA.

3. Complete the Required Educator Development

Brightspace Workshop Series: This series of workshops covers all the fundamentals of Brightspace and is a prerequisite to the Online Instructor Certification Course. The workshop series is offered in different formats throughout the year, including a four-part series (2 hours each/8 hours total) as well as in a two-part express format (3 hours each/6 hours total).

Online Instructor Certification Course: This online course is offered once each fall and spring as well as once during the summer months. The course requires roughly 40 hours of effort over 10-11 weeks and covers instructional design, online pedagogy, instructional video best practices, accessibility guidelines, copyright and fair use, and more. Participants will also construct one instructional module of online content. The course is not self-paced, as there are online discussions and other activities taking place in specific weeks of the course.

The Brightspace Workshop Series is a prerequisite for the Online Instructor Certification course. Both the Brightspace Series and the Online Instructor Certification course can be completed in one semester. Some online course materials may be developed for your own online course simultaneously with the professional development. Anyone may attend the Brightspace workshops at any time. To register for workshops, use the myTraining system (available on the Employee tab in mySFA).

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

4. Fill out a DEV Shell Request Form

This form is available at ctl.sfasu.edu/devshell. It will ask you for the prefix and number (e.g. SFA 101) for the course you are wanting to create and will send the information directly to the CTL. A Learning Experience Designer will be in contact with you within 48 hours of you completing this form.

5. Design the Course & Complete the Review Process

The Learning Experience Designer and you will work together to design a course that you feel confident teaching. See the Course Design Stages/Checklist and the Module Blueprint for more information.

6. Check that the Course is Properly Coded in Banner

Once a course successfully completes the final review and is approved as an online course, it should be entered by your department into Banner with a .5xx section number. Section numbers in the 500-599 range denote 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 Alison Reed in the CTL for more information on course section numbers.

7. Enjoy Teaching Your Online Course!

As with face-to-face courses, online instructors strive for continuous improvement in their online courses. Continue to call on the CTL for ideas and assistance in enhancing your online course with refined teaching strategies and emerging technologies.