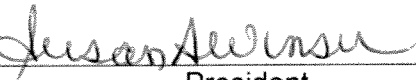



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Policy Title: ONLINE CERTIFICATION	Procedure Number: 4-4-113.3
Institutional Authority: Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 4-4-113	

Approved: 
President


Vice President of Education and Training

Date Adopted: 08/16/2010
Date Revised:

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 designed for full-time or part-time faculty who will design and build an online or hybrid course. An outline of the OICP is located in Addendum B.

Addendum 1**Aiken Technical College Online Instructor Certification**

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

Tier 1 Training

Description: This training is designed for full-time or part-time faculty who will use Blackboard to supplement their traditional face-to-face classes. This tier contains three modules.

Module 1: Getting Started with Blackboard

- Overview of course template including academic support folders
- How to change your password in Blackboard
- How to upload documents
- Create a faculty profile
- How to use the “Announcements” feature
- How to alter the course menu
- How to email students

Module 2: Blackboard Grade Center

- How to hide, add, modify, organize and reorder grade columns
- How to weight grades
- Downloading/uploading grades

Module 3: End of the Term Procedures

- How to make a course unavailable
- How to use Course Copy
- How to Archive a Course
- How to Export a Course

Tier 2 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. This training focuses on how to manage and facilitate an online course site and issues specific to teaching online at Aiken Technical College (ATC). Participants should have already completed the Tier 1 training.

Modules:

Module 1: Orientation to Online Instruction at ATC

- Overview of student and academic support services for online students
- Review of Blackboard Operating Guidelines
- Review of Online Instruction Procedures
- Resources for instructors

Module 2: Creating and Sustaining Community in an Online Environment

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

Module 3: Continual Engagement and Effective Online Instruction

- Defining continual engagement
- Continual engagement at the start of the semester
- Continual engagement throughout the semester
- Continual engagement in group and individual work
- Continual engagement as things get busy
- Examples

Tier 3 Training

Description: This training is designed for full-time or part-time faculty who will design and build an online or hybrid course. This 9-week training is offered online.

Prerequisites: Participants should have already completed the Tier 1 and 2 training. Completion of the Leveraging Technology Faculty Academy is highly encouraged.

Modules:**Module 1: Evaluation and Selection of Published Content**

- Contact publisher to inquire about Blackboard cartridges or e-packs
- Evaluate and link textbook companion websites
- Select appropriate learning objects to incorporate
- Explore/evaluate other technology products

Module 2: Syllabus Review and Content Chunking

- Sequence topics

- Determine chunking (weekly chunks recommended)
- Identify special needs (on site visits, labs, multimedia, etc.)

Module 3: Active Learning Plan

- Review course competencies
- Determine assessment methods
- Determine instructional strategies
- Determine required resources

Module 4: Developing a community development plan

- Choose Blackboard tools that promote community
- Choose techniques for developing an online community
- Select class activities that build community
- Developing a community development plan

Module 5: Blackboard Design

- Select course tools
- Organize course elements
- Design template

Module 6: Content Production (two weeks)

- Select/write materials: lectures, lecture notes, assignments, discussion topics, instructor biography
- Create media: podcasts, videos, etc.
- Obtain copyright clearances

Module 7: Syllabus Modifications

- Modify online syllabus addendum
- Include online policies
- Include student self-assessment for online readiness

Module 8: Final Blackboard Development

- Upload any remaining files
- Add/organize/customize course tools
- Build learning modules
- Upload assignments, assessments, etc.