



The BCU Faculty Online Certification Training Program for Online and Blended Courses

Module 1 - Orientation

Faculty will attend a 60-minute orientation session as well as complete an assessment. This assessment will test the faculty's basic knowledge of online instruction. Successfully completing Unit 1 with at least 90% accuracy is a prerequisite for registering for Module 2.

All faculty assigned to teach online and blended courses will be required to complete the Faculty Online Certification Program.

Faculty who do not complete this certification will no longer be assigned an online or blended course.

Module 2 –Computer Literacy

Faculty will demonstrate the comprehensive skills required to navigate a computer. Successfully completing Unit 2 with at least 90% accuracy is a prerequisite for registering for Module 3.

Components	Learning Outcomes	Method	Registration Opens	Registration Closes	Classes Begin
Word Excel PowerPoint	Successfully demonstrate essential computer skills that are critical in effectively teaching an online or blended course.	Online or Test Out	1/30/2017	2/01/2017	2/03/2017

Module 3- eLearning

Faculty will demonstrate the comprehensive skills in navigating eLearning as well as Online Meetings. Successfully completing Module 3 with at least 90% is a prerequisite for registering for Module 4.

Components	Learning Outcomes	Method	Registration Opens	Registration Closes	Classes Begin
eLearning	Successfully demonstrate application of eLearning navigational and course building skills in an eLearning course site.	Online Or Test Out	2/6/2017	3/1/2017	2/15/2017

Module 4 - Course Design					
Faculty will demonstrate the comprehensive skills in designing an online and blended course with 90% accuracy.				Faculty will receive a certificate of completion.	
Components	Learning Outcomes	Method	Registration Opens	Registration Closes	Classes Begin
4A Quality Matters Applying the Quality Matters Rubric: On Campus – for On Campus Faculty	Successfully complete the 8 hour on campus APPQMR workshop.	Small group, or submission of QM certificate	3/1/2017	3/20/2017	3 offerings, minimum of 6 participants required 3/25/2017 3/30/2017 3/31/2017
OR					
4A Quality Matters Applying the Quality Matters Rubric: Online – Only for Off Campus At a Distance Adjunct Faculty	Successfully complete the 2-Week online APPQMR workshop.	Online or submission of QM Certificate	3/1/2017	3/20/2017	3/27/2017-4/10/2017
4B Implementation of QM Rubric <i>(have taught online at B-CU within the last 18 months)</i>	Successfully demonstrate the ability to apply the QM Rubric using the self-review tool. Successfully apply the online and blended master syllabus. Customize Start Here page. Complete Course Review Worksheet.	Online	4/3/2017	4/10/2017	4/12/2017
OR					
4B Course Design <i>(have not taught online at B-CU at all or within the last 18 months)</i>	Successfully apply the online and blended master syllabus. Customize default start here page. Create course modules. Develop measurable objectives and align with assessments. Develop an eLearning activity using SoftChalk Create.	Online	4/3/2017	4/10/2017	4/12/2017

Note: This document is adapted from Norfolk State University-School of Extended Learning