Online Teaching Certification | Teach Online Seminar 3.0

If you are a faculty member that has been assigned or would like to be assigned a Distance Learning (Hybrid or Fully Online) Course at LBCC then you are required to have official online teaching certification. At LBCC this requires the completion of the **Teach Online Seminar** (also known as **TOS 3.0**).

HOW TO ENROLL & LOG INTO TOS 3.0

You self-enroll through our Canvas LMS platform by following these steps (view image on page 2):
> *Step 1:* Log into your Canvas account at https://lbcc.instructure.com
> *Step 2:* Select "**Resources**" from the navigation list on the left.
> *Step 3:* Click on the "LBCC Online Teaching Certification" option. This will open the enrollment page and syllabus of our Teach Online Seminar 3.0.
> *Step 4:* Click on the button "Enroll in TOS 3.0 LBCC Teach Online Seminar" and follow the steps for completing the online form.

> Once you self-enroll you will then have instant access to the course. The course will appear on your dashboard list of Canvas classes. You can also find a link to the course in Canvas by selecting the left dark gray navigation "**Resources**" >> "**LBCC Online Teaching Certification**"

WHAT IS REQUIRED IN THE TOS

TOS has four main Modules. Each Module has units which consist of deliverables that faculty will complete. Overall there are 10 Unit deliverables.

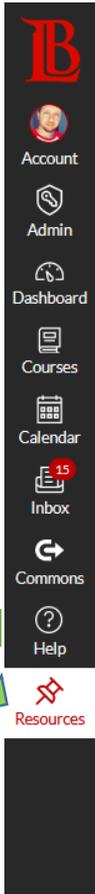| Module A: Course Design - Content Presentation	
Unit/Topic	**Development Deliverables**
Unit A1: Communicating Course Objectives	A.1: Identifying Modules and Devising a Learning Guide
Unit A2: Addressing Course Content Design	A.2: Devising a Course Orientation Outline
Unit A3: Addressing Learner Engagement & Support	A.3: Devising a Mid-Course Feedback & Evaluation Tool Outline
Unit A4: Addressing Student Support	A.4: Modifying a Syllabus for an Online Course

Module B: Interaction – Communication & Collaboration Strategies	
Unit/Topic	**Development Deliverables**
Unit B1: Instructor-to-Student Communication	B.1: Instructor-to-Student Communication Plan
Unit B2: Developing an Online Learning Community	B.2: Online Course Central-hub for Students

Module C: Effective Assessment Methods	
Unit/Topic	**Development Deliverables**
Unit C1: Assessment Expectations	C.1: Devising an Effective Assessment Plan
Unit C2: Assessment Design	C.2: Devising an Assignment Rubric

Module D: Accessibility	
Unit/Topic	**Development Deliverables**
Unit D1: Formatting	D.1: Developing Accessible Documents
Unit D2: Accessibility Checkers	D.2: Accessibility Self-Check Report
Unit D3: Audio & Video	

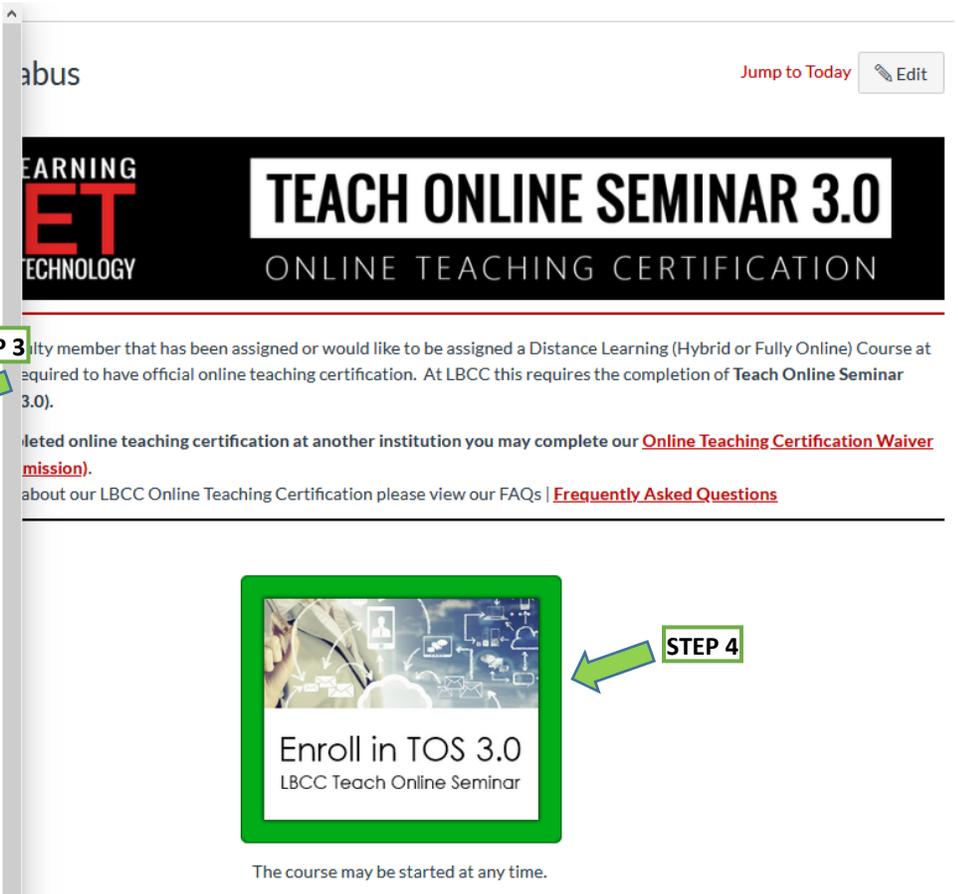*Please note that Online Teaching Certification is different from Canvas LMS Training.*

FLEX CREDIT

Faculty & Staff Resources

CANVAS RESOURCES:

LBCC Growing with Canvas
(LBCC Canvas training self-paced Course)

OLET Canvas Workshops
(OLET in-person workshops & training schedule)

OLET Canvas Help Guides
(OLET Canvas step-by-step guides)

Canvas Help Guides & Video Tutorials
(Videos & guides on various canvas topics)

ONLINE TEACHING RESOURCES:

LBCC Online Teaching Certification
(Teach Online Seminar TOS 3.0)

DL Certification FAQs
(Certification Frequently Asked Questions)

Online Faculty Resource Page
(Resources for online faculty)

ONLINE STUDENT READINESS:

QUEST for Online Student Success 2.0
(LBCC online learning student success course)

Online Learning Student Readiness
(Resources for online learning student success)

Canvas Help Tutorials (for Students)
(Canvas help guides & tutorials for students)

OER & ZTC RESOURCES:

Open Educational Resources (OER)
(LBCC Open Educational Resources Guide)

Account
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Dashboard
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Help
Resources

Jump to Today   ✎ Edit

...abus

TEACH ONLINE SEMINAR 3.0
ONLINE TEACHING CERTIFICATION
LEARNING OLET TECHNOLOGY

...lty member that has been assigned or would like to be assigned a Distance Learning (Hybrid or Fully Online) Course at ...equired to have official online teaching certification. At LBCC this requires the completion of **Teach Online Seminar** 3.0).

...leted online teaching certification at another institution you may complete our **Online Teaching Certification Waiver** ...mission).

...about our LBCC Online Teaching Certification please view our FAQs | **Frequently Asked Questions**

Enroll in TOS 3.0
LBCC Teach Online Seminar

The course may be started at any time.

FLEX Credit – 6 hours

NOTE: OLET faculty & staff resources are found in Canvas under the "RESOURCES" Navigation.