



Online Teaching Certification Program

Faculty who would like to teach an online or hybrid course at El Camino College or Compton Center must complete three requirements in the following order:

1. Etudes Certification for Online Instruction
2. ECC Online Teaching Certification
3. Approval from Dean to teach an online or hybrid course

First Certification Course:

Etudes Certification for Online Instruction

- 3-week course
- 2-hour on-campus orientation at the beginning of the course
- Remainder of the course will be online
- At least 6 hours per week is required for reading and assignments
- 9 hours of Flex credit at the completion of the course

This course will introduce faculty to Etudes, the official and campus-supported course management system at El Camino College and Compton Center. This online course involves hands-on training with Etudes. Topics covered in this course include: Post content-rich modules; Link/embed/upload resources and media; Use discussion board, chat, and private message; Create assignments, tests and surveys; Setup gradebook; Upload syllabus; Design content and activities that promote student engagement, instructor presence and class interaction.

Completion of this course will certify faculty to use Etudes in on-campus, hybrid and online courses. To better prepare for online teaching, it is highly recommended that faculty use Etudes in their on-campus class immediately after completing the course.

Second Certification Course:

ECC Online Teaching Certification

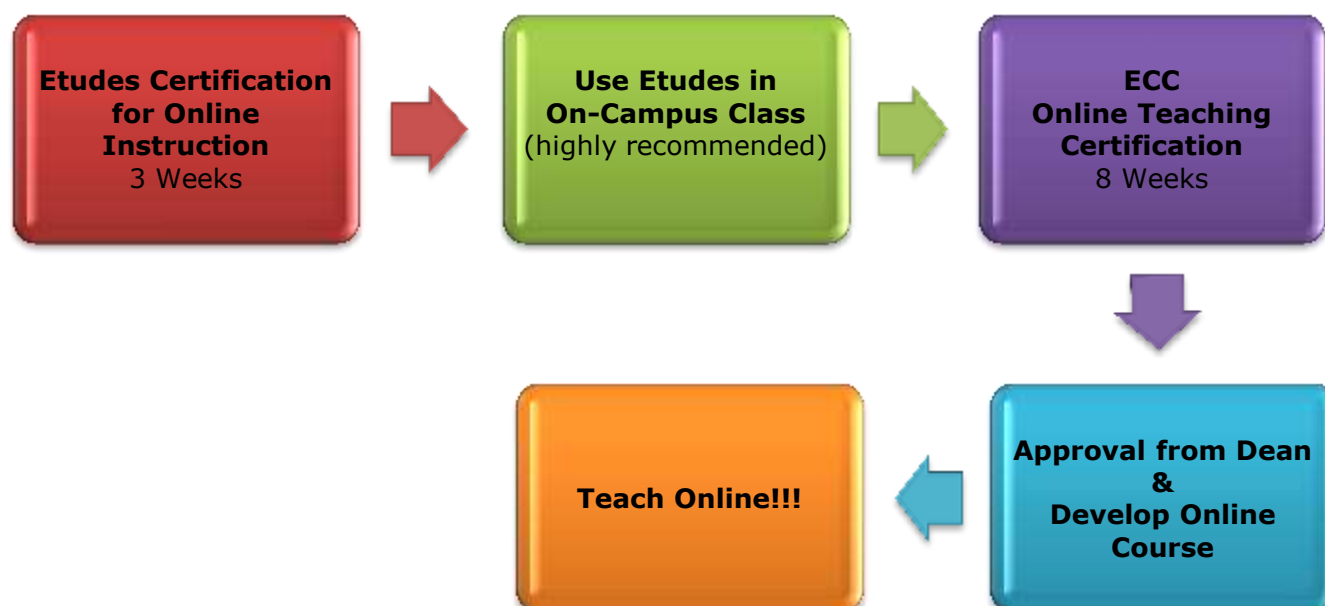
- 8-week course
- 2-hour on-campus orientation at the beginning of the course
- Remainder of the course will be online
- At least 8 hours per week is required for reading and assignments
- 15 hours of Flex credit at the completion of the course
- Must be Etudes Certified for Online Instruction
- Must complete/pass technology pre-assessment

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty how to design an effective online class to maximize student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements. Topics include regular effective contact, student authentication, correspondence vs. online, copyright laws, accessibility requirements, instructional technology tools, student learning outcomes, effective online discussions and assessments. The course will be aligned with the ECC Online Course Quality Checklist and will be delivered using Etudes.

Note to Faculty:

If you are starting at the beginning of the certification process, you should allow at least two semesters prior to teaching online.

Online Teaching Certification Process



Online Teaching Certification Timeline

The table below suggests an ideal cycle from the beginning of the certification process to the time when faculty is ready to teach online. The timeline is flexible and will vary depending on the following factors:

- Space availability in Etudes Certification and ECC Online Teaching Certification courses
- Approval and online class assignment from the Dean
- Time it takes for faculty to develop his/her online course

Requirements	Schedule			
Complete Etudes Certification for Online Instruction Course	Already Certified	Fall 2013	Fall 2014	Fall 2015
Use Etudes in On-Campus Class	Already Using	Fall 2013	Fall 2014	Fall 2015
Complete Online Teaching Certification Course	Fall 2013	Spring 2014	Spring 2015	Spring 2016
Approval from Dean Develop Online Course	Fall 2013	Summer 2014	Summer 2015	Summer 2016
Ready to Teach Online	Spring 2014	Fall 2014	Fall 2015	Fall 2016



Technology Requirements and Skills

ECC Online Teaching Certification Course (8/6/2013)

Minimum Technical Requirements:

- ☐ Operating System: Windows 7
- ☐ Browser: Firefox, Explorer, Chrome
- ☐ Internet Connection: DSL or Cable
- ☐ Peripherals: Microphone and Webcam
- ☐ Software: PDF Reader, Word 2010, PowerPoint 2010

Recommended Technology Skills:

Etudes

- ☐ Create Modules
- ☐ Manage Discussion Board
- ☐ Post feedback in Gradebook

Operating System

- ☐ Organize the content of desktop
- ☐ Safely remove flash drive
- ☐ Navigate between two or more applications without closing and re-opening any applications
- ☐ Print, preview and cancel printing of a document
- ☐ Change current printer from one to another
- ☐ Download and upload files
- ☐ Install and run software applications
- ☐ Recover from a software failure
- ☐ Use built-in and online help functions of operating system and software applications

File Management

- ☐ Create, open and rename files and folders
- ☐ Delete, move, copy and backup files and folder on a hard drive, flash drive or server
- ☐ Save files using both the Save and Save As commands
- ☐ Select a logical place when saving files from the web or an email attachment
- ☐ Find files scattered in various locations
- ☐ Organize files and folders into an efficient pattern for workflow

Word Processing

- ☐ Save documents to various file formats (i.e., txt, doc, docx)
- ☐ Understand advantages of saving files in PDF and RTF formats
- ☐ Format documents (i.e., spacing, margins, column, bullets, numbering, styles)
- ☐ Enter comments to students to aid in assessment and feedback
- ☐ Insert hyperlinks, tables, illustrations, page break, header and footer, equation and symbol, graphics

Graphics and Video

- ☐ Save images to various file formats (i.e., png, gif, jpeg, bmp)
- ☐ Use a scanner to digitize a document or image
- ☐ Save and open graphic files downloaded from the web
- ☐ Resize, crop and rotate a graphic
- ☐ Play and embed a video clip

Presentation Slides

- ☐ Add table, charts, graphs, images, transitions, animations and audio
- ☐ Re-arrange the order of slides in the presentation
- ☐ Save slides as PDF or JPEG

Email

- ☐ Open and add a file attachment to an email message
- ☐ Paste text from the web and other applications into an email message
- ☐ Create and organize an email address book
- ☐ Organize email using rules and folders

Internet:

- ☐ Use varying browsers (i.e., Explorer, Firefox, Chrome, Safari)
- ☐ Open weblinks in a new tab and window
- ☐ E-mail, save or bookmark weblinks
- ☐ Save or print webpage as PDF
- ☐ Configure cache, cookies, java script and plug-ins
- ☐ Turn-off pop-up blocker
- ☐ Use search engines and online databases to find valid and useful content

Sources:

- <http://www.palomar.edu/atrc/pdf/Competencies.pdf>
- <http://flinnovates.org/info/indicators.htm>
- <http://online.pasadena.edu/faculty/teachonline/gettingstarted/whats-different-about-teaching-online/what-skills-do-i-need-to-teach-distance-education-courses/technical-skills-readiness-self-assessment/>
- <http://www.onefortraining.org/certification/faq>
- <http://www.iste.org/standards/nets-for-teachers>
- <http://blog.discoveryeducation.com/blog/2012/06/13/10-technology-skills-every-educator-should-have/>
- http://www.orcsd.org/index.php?option=com_content&view=article&id=117&Itemid=152

Frequently Asked Questions (FAQs)

1. What are the next steps after the faculty completes the two required courses (ECOI and ECC OTC)?

One-Time (New Instructors)

1. Complete Etudes Certification for Online Instruction Course
2. Use Etudes in On-Campus Class
3. Complete ECC Online Teaching Certification Course

Every Semester (All Instructors)

1. Submit [DE Faculty Schedule Request Form](#) to Dean
2. Approval and assignment to teach online from Dean
3. Develop Course
4. Teach Online

Periodic (All Instructors)

To coordinate and assist division offices, faculty and students, the Distance Education Office will require documents from faculty such as syllabus, course orientation information or [ECC Online Course Review Checklist](#). These requirements may be requested before, during or after the semester. Faculty will be notified in advance by the Distance Education or Division office.

2. How long will it take for faculty to complete the online teaching requirements before teaching online?

If the faculty has to take the two required courses (ECOI and ECC OTC), allow at least two semesters prior to teaching online. The table below suggests an ideal cycle. The timeline is flexible and will vary depending on the following factors:

- Space availability in Etudes Certification and ECC Online Teaching Certification courses
- Approval and online class assignment from the Dean
- Time it takes for faculty to develop his/her online course

Requirements	Suggested Timeline	
Complete Etudes Certification for Online Instruction Course	Already Certified	Fall 2013
Use Etudes in On-Campus Class	Already Using	Fall 2013
Complete ECC Online Teaching Certification Course	Fall 2013	Spring 2014
Submit DE Faculty Request form to Dean	Fall 2013	Summer 2014
Approval and assignment to teach online from the Dean	Fall 2013	Summer 2014
Develop Online Course	Fall 2013	Summer 2014
Teach Online	Spring 2014	Fall 2014

3. Are current online faculty required to take the new ECC OTC course?

Formerly known as "How to Teach Online", the course has been redesigned to ECC Online Teaching Certification and approved by the Academic Senate in June 2013. Faculty who have been teaching online at ECC using Etudes are not required to enroll in the new course. However, they may take the course to learn new approaches and techniques to enhance their online class. Login to [Flex Reporter](#) for class schedule and registration.