



El Camino College and Compton Center faculty must complete (1) Etudes Certification for Online Instruction and (2) Online Teaching courses before an online or hybrid class assignment.

## Etudes Certification for Online Instruction

- 3-week online course
- At least 6 hours per week is required for reading and assignments
- Contact [Professional Development](#) for class schedule and registration

This online course will introduce faculty to Etudes, the official and campus-supported course management system at El Camino College and Compton Center. It will involve hands-on training on how to post content-rich modules; link, embed and 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, online and hybrid 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.

## Online Teaching Courses

- Contact [Distance Education Office](#) for class schedule and registration

Built upon the standards of the California Community College Distance Education policies and procedures, these online courses will instruct faculty how to design and facilitate an effective online class to maximize student success and retention.

## Course Waivers:

### Etudes Certified

If the faculty is certified from [Etudes organization](#) or other colleges, the Etudes Certification for Online Instruction course may be waived. The faculty should notify and email a copy of his/her Etudes certificate to [Professional Development](#).

### Previous Teaching

If the faculty has taught an online course at another institution but not El Camino College, the Online Teaching Courses may be waived. The online course taught by the faculty should include all the required elements from the [ECC Online Course Review Checklist](#). Please refer to the [Online Teaching Courses Waiver](#) for specific steps and information.

### Previous Coursework

If the faculty has not taught online but have taken the equivalent coursework, the Online Teaching Courses may be waived. Equivalent coursework means course(s) that cover the same content and learning outcomes as the Online Teaching Courses. Please refer to the [Online Teaching Courses Waiver](#) for specific steps and information.