Online Teaching Process

Faculty who would like to teach online at El Camino College or Compton Center must complete the following **two** courses:

- **Etudes 101: Introduction to Etudes**

    AND

- **ECC Online Teaching Certification** – requires completion of the Etudes 101 course prior to enrollment.

Course 1

Etudes 101: Introduction to Etudes – 9 hours Flex Credit

This course is offered through Etudes.org. 2-week course that meets entirely online.

This online training course offers an overview of Etudes, the CMS (Course Management System) used at El Camino and Compton Center. You will go through a step-by-step process to learn the basic tools and core features of Etudes to deliver online classes or to support traditional classes. You will read select tutorials, apply the skills taught in a practice site, and reflect on your learning.

The course is self-paced. Daily login is recommended. You may log on whenever you can. Upon satisfactory completion of the training (75% of the required tasks), participants get certified in Etudes.

Completion of this course will certify faculty to use the Etudes CMS in traditional instruction courses. (Once the ECC Online Teaching Certification course has been completed, faculty will be certified to use Etudes in their hybrid/online courses as well.) Faculty are strongly encouraged to immediately use Etudes in their on-campus classes, in order to better prepare for online teaching.

⇒   Scheduled Courses will be announced through Professional Development

Course 2

ECC Online Teaching Certification – 15 hours Flex Credit

Prerequisite: Etudes 101 - Introduction to Etudes
8 week course – One 2-hour <u>mandatory</u> on-campus Orientation Meeting at the beginning of the course; the remainder will be online.

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty how to create effectively-designed online learning modules, maximize student success and retention rates, explore dynamic online content options, evaluate online assessments, and apply copyright and fair use practices to digital content.

This course will introduce effective practices in online instruction, as well as focus on course design and teaching techniques while utilizing Etudes, our CMS at El Camino and Compton Center. This online course involves hands-on training with Etudes.

⇒ Scheduled Courses will be announced through Professional Development

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After completing these two courses, faculty then request approval from their Dean to teach hybrid/online classes.

Faculty should note that if you are starting at the beginning of this process, you should allow <u>at least 9 months</u> prior to teaching online.