

Process for Training to Teach Online

Training to Teach Online requires the completion of two ANGEL courses with optional attendance at face-to-face training sessions. The "Training to Teach Online" shell and a "Training to Teach Online FACULTYLASTNAME" course must both be completed as a proficiency measurement. The courses are self-timed but must be completed and corrected at least one week before the print deadline of the course schedule which lists the first online or hybrid course the instructor will teach.

All instructions, tutorials, and activity areas are provided in the ANGEL courses. The courses complement each other, providing a student experience and a test of proficiency in instructor tasks. The "Training to Teach Online" course contains supplemental units, which must also be completed. Periodically, new supplemental units may be added, and all faculty teaching online or hybrid classes will be required to complete any new supplemental units.

After an instructor begins the proficiency folders in the Training to Teach Online FACULTYLASTNAME shell, he or she should not receive help in completing the proficiency assignments. However, a practice area, description of proficiency contents, and tutorials are provided in the course, for review before proficiency folders are opened. Any questions can be asked during the practice folder portion. Instructors may consult mentors, colleagues, Distance Education staff, or any other useful individual for help during the practice portion of the "Training to Teach Online" course shells.

An instructor may also take face-to-face training in ANGEL and the supplemental units via the Professional Development department. The face-to-face trainings are not required for completion of the proficiency courses, but they are very useful and are encouraged. Full-time faculty can receive clock hours. Training classes can be repeated, although clock hours can only be given the first time an instructor takes a training.

Following completion of the proficiency courses, feedback will be given, and there will be an opportunity to correct any errors. The courses are designed to provide learning and practice.