

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Online Teaching

IDENTIFIER NUMBER: 3003035

MAXIMUM POINTS: 60

GENERAL OBJECTIVE:

Participants will learn to create, deliver, and manage instruction through an online Learning Management System (LMS). They will learn methods of teaching that are unique to the online environment to improve the quality of courses and the completion rates of online courses.

SPECIFIC OBJECTIVE:

1. Demonstrate LMS Setup requirements (2)
2. Demonstrate LMS menu creation (2)
3. Demonstrate LMS announcement systems (1)
4. Demonstrate LMS discussion systems (3)
5. Demonstrate LMS content delivery (3)
6. Demonstrate LMS tools (2)
7. Demonstrate LMS tests and quizzes (2)
8. Demonstrate LMS surveys (2)
9. Demonstrate LMS virtual classroom (2)
10. Demonstrate LMS gradebook (3)
11. Demonstrate Submission of points from LMS managed course (1)
12. Demonstrate FTP and external hosting of LMS content (2)
13. Demonstrate LMS efficiency techniques (1)
14. Demonstrate Linking to external content (1)
15. Demonstrate Using online presentation programs (6)
 - a. PowerPoint or similar programs
 - b. Adobe Presenter or similar programs
16. Demonstrate online “live” discussion (6)
 - a. LMS Chat
 - b. LMS Virtual Classroom
 - c. Adobe Connect or similar programs
17. Demonstrate screen video capture programs (5)
18. Demonstrate screen capture (static) programs (1)
19. Understand SCORM content (3)
20. Demonstrate Follow Up – Creation and execution of a successful course online (12)

PROCEDURES:

Participants will learn the processes for creating and administering an online course using an LMS. Demonstrations, activities, quizzes and the Follow Up will involve the participants in the throughout the process. Participants will create and administer an online class using the District

approved LMS. The course must demonstrate competency of 80% or more of the objectives taught

EVALUATION OF PARTICIPANTS:

Participants will complete activities during the creation process of their own course. They will also take quizzes and must successfully complete the delivery of an online course.

FOLLOW-UP ACTIVITIES:

Participants will create, deliver and manage an online course that demonstrates competency in at least 80% of the objectives taught.

COMPONENT EVALUATION:

Participants will provide feedback via course survey and through the usage of the online courses.