

Cuesta Institute Online Teacher Certification Workshop Series

Teaching Online for Beginners:

If you are new to distance education, this is the place to start! Learn what online students need to be successful, understand Cuesta Colleges Policies and Procedures, take a tour of Cuesta College's Learning Management System (LMS) Canvas, and begin to create an interactive learning space. During the session you will begin to structure your course for an online environment, create your online welcome letter and syllabus, start organizing your first introductory unit. *This workshop is an **online** facilitated course, where you will experience the role of student as you learn about teaching online. This course will take **you 4 weeks to complete.***

Accessibility and Distance Education:

By law, materials for online and hybrid courses must be accessible to all learners at the start of a course, regardless of who is enrolled. This session will focus on the three major steps you can take to make your materials accessible. 1) making documents accessible to a screen reader, 2) providing alternative text for images and 3) ensuring videos are captions accurately. *This workshop is an **online** facilitated course, where you will experience the role of student as you learn about teaching online. This course will take **you 4 weeks to complete.***

Diving Deeper in Teaching Online

Want to take your course to the next level, add a human element to your online class? Enhance your course with tools and resources to meet Regular Effective Contact, and a human online presence. During this course you will have a chance to experiment with advanced tools, utilize less common and more advanced features in your online course. The course will introduce you to exciting new features and resources that exist within the LMS at Cuesta College; such as using creating engaging discussions, video conferencing for online office hours, assisting students through screen sharing, and collaborating in groups. *This workshop is an **online** facilitated course, where you will experience the role of student as you learn about teaching online. This course will take **you 4 weeks to complete.***

Applying the OEI Rubric

The Online Education Initiative (OEI) Course Design Rubric (Rubric) contains the online course design standards developed and adopted by this initiative. The Rubric is intended to establish standards relating to course design, interaction and collaboration, assessment, learner support, and accessibility in order to ensure the provision of a high quality learning environment that promotes student success and conforms to existing regulations.

Certification Option

Cuesta College Learning Resources has an in-house option for becoming a certified online instructor and complete a course review to ensure your course meets the standards set forth in AP4105. By taking the three online training courses you will earn a Cuesta College Online Learning Resources Certificate with an OEI Course Rubric Certification with feedback.

Required Courses:

1. **Teaching Online for Beginners:**
2. **Accessibility and Distance Education**
3. **Next Steps in Teaching Online**
4. **A submitted course for review (Applying the OEI Rubric)**