

OFC-101: ONLINE FACULTY CERTIFICATION

Course Home



- Professor Announcements and Updates
- General Questions About The Course
- Cyber Chat

Welcome to OFC-101 – Online Faculty Certification Course. You have been identified as someone interested in teaching online or hybrid courses for UNOH. Please keep in mind that you must complete this course in-full and on-time in order to be considered for a teaching assignment. But, also keep in mind that completing this course does not guarantee you will be assigned courses to teach. Please make sure that you fully understand the purpose for this course.

WEEKLY DUE DATES
BY 11:59PM ET
MID WEEK: WEDNESDAY
END OF WEEK: SUNDAY

This course is a four-week, fully asynchronous online course during which you should anticipate spending about 5-7 hours each week reading, reviewing course materials, completing assignments, commenting in VoiceThreads, and posting to discussion forums. Because this course is asynchronous, you may complete assignments at any time of day, while still meeting the deadlines of course.

I have included VoiceThreads each week. You are required to participate in these VoiceThreads as they discuss additional important content and may answer questions you have. Keep in mind that you must create a free VoiceThread account in order to participate. It is preferred that you use voice comments, but if you don't have a microphone or the ability to record your voice, you may use the text comments in VoiceThread. More information about how to get started in VoiceThread is included in Week 1.

Please make sure you review the UNOH Distance Learning Computer Requirements to make sure your computer software is up-to-date and that you are using a supported browser.

This course has been organized into 4 weekly folders. You will work through one folder each week. Please note that there are mid-week due dates and end-of-the week due dates. All modules begin on a Monday and end on a SUNDAY (at 11:59pm Eastern Time). The modules have been designed to introduce you to a variety of topics related to online teaching at UNOH:

- Module 1: UNOH Online and ONAW (hybrid) Teaching Information
- Module 2: Teaching Technologies
- Module 3: Online Teaching Best Practices
- Module 4: Preparing to Teach

We are pleased that you have volunteered to enroll in our Online Faculty Certification Course and look forward to learning more about each of you! Let's go!

Visit the Read Me First! folder to begin.



OFC-101 Learning Objectives

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 Read Me First!


YOUR FIRST TASK IS TO START HERE:





Read through each item below.



Take the Read Me First Quiz and score 100% - which will unlock the Week 1 folder.

 [Meet Your Professor](#)

 [Faculty Expectations](#)


 [OFC-101 Course Syllabus August 2014](#)


Policies & Requirements


 [Netiquette Policies](#)

 [Minimum Technology Requirements](#)

Moodle How-To's

 [How to Navigate Through Course Folders](#)

 [How to Post to a Discussion Forum](#)

 [How to Reply to a Discussion Forum](#)

 [How to Submit an Assignment](#)

 [How to View a Graded Assignment](#)

 [How to View All Grades](#)

[Read Me First Quiz](#)

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Week 1 - Introduction to UNOH □

Not available unless: You achieve a required score in [Read Me First Quiz](#)



LESSON INTRODUCTION

Welcome to Week 1. This week you will be introduced to UNOH, VoiceThread, and the types of courses offered at the university. You will also need to take some time to reflect on what it takes to be a successful and effective online instructor. When I say *online*, please understand that I am referring to both fully online instructors and hybrid instructors. As you will discover in the UNOH Course Types document, we offer a variety of courses at UNOH. While it is obvious that online courses require an online component, you need to understand that our ONAW courses are considered a hybrid format and also require an online component. If you desire to teach ONAW courses for UNOH, you must consider both the traditional face-to-face instructor role and the online instructor role. But fear not! We will make sure you are prepared to tackle any teaching position you desire.

Keep in mind that this course has a mid-week due date (Wednesday) and an end-of-week due date (Sunday). Be sure to meet deadlines. If you find that you will not be able to meet these deadlines, please communicate that with me as soon as possible.



You must complete a Check Point each week. The purpose of the Check Point is simply to test your understanding of the basic concepts. You are encouraged to save your attempt and revisit any materials needed in order to answer correctly. These check points are set up in a quiz-style and include 10-15 questions about the module topics. You are allowed one attempt, unlimited time, and the grade will populate to the gradebook upon submission.

Week 1
Introduction
to UNOH



LEARNING ACTIVITIES

BY MID WEEK:

- Watch Video: [UNOH Faces to Know](#)
- Review [What is a VoiceThread Anyway?](#)
- Review [VoiceThread Q&A](#)
- Create your free account with [VoiceThread](#)
- Post to [Discussion Forum 1a](#)
- Tour [UNOH's Website](#) and post to [Discussion Forum 1b](#)
- Browse the [UNOH University Catalog](#)
 - Academic Affairs - starting on p. 74
 - Program Descriptions - starting on p. 91
 - Course Descriptions - starting on p. 131
- Review [UNOH Course Types](#)
- Review [Testing Options for Students](#)
- Review [Transitioned vs Nontransitioned Courses](#)
- Review UNOH course [Syllabus Templates](#)
- Watch Video: [UNOH Portal \(4:49\)](#)
- Read [Excerpts from UNOH Faculty Handbook](#)

BY END OF WEEK:

- Watch and participate in [Week 1 VoiceThread](#)
- Complete and Submit the [Why Me? Assignment](#)
- Reply to [Discussion Forum 1a](#)
- Reply to [Discussion Forum 1b](#)
- Complete [Check Point 1](#)

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Week 2 - Teaching Technologies



LESSON INTRODUCTION

Welcome to Week 2. Now that you know some basic information about UNOH, our campus, student population, programs, etc., I'd like to introduce you to some of the basic technologies we use in our distance learning program.

This module will focus on some basic and advanced Moodlerooms functions, Turnitin, various publisher course add-ons, UNOH Library Resources, video options, audio options, and our email system. Please take time to review the various technologies in this module. While we don't have the luxury of allowing you to actually use each technology, we do want you to know what these various technologies are and the basic purposes they serve our instructors and our students. Many of these technologies are discussed in the VoiceThread.

We have some required LMS training courses for you to start working through this week. These count toward the Assignment grade category. You will find these listed under **My Courses** in the **Navigation** block: Course Building Fundamentals & Moodle Course Facilitation. Most participants report that each of these courses take 2-4 hours to complete, depending on previous technology and Moodle-specific skills and expertise. You can start working through these courses this week, but keep in mind that you don't need to be fully completed with these LMS training courses until the end of the 4th week. Take your time and please ask questions if there are items you don't fully understand.

You also have access to your own Training Course. This is listed with your name in it under **My Courses** in the **Navigation** block and is your sandbox in which to play! You will be able to practice some of the skills you are learning in the LMS training courses. Feel free to try out the various options in this sandbox. Feel free to add a quiz, discussion forum, announcement, etc. If you have specific questions about how the technology works, feel free to email Jake Tooley, jtooley@unoh.edu, to ask your questions. Jake is the main contact for any related to the LMS technology.

As always, if you have questions as we progress, please let me know!

Week 2
Technology



LEARNING ACTIVITIES



BY MID WEEK:

- Read [UNOH Communication Requirements](#)
- Read [LMS Announcement Requirements and Ideas](#)
- Review [LMS Content Items](#)
- Read about and browse through the [Turnitin Website](#)
- Check out [Lynn's Movenote Sample](#)
- Browse through [GoToWeb20](#)
- Browse through [Merlot II: Multimedia Educational Resource for Learning and Online Teaching](#)
- Browse through [Ten Emerging Educational Technologies](#)
- Browse through the [Horizon Report](#)
- Post to [Discussion Forum 2](#)



BY END OF WEEK:

- Tour [UN-110-VC First Year Experience](#)
- Watch and participate in [Week 2 VoiceThread](#)
- Reply to [Discussion Forum 2](#)
- Browse [Getting Started with Moodle](#)
- Complete [Check Point 2](#)



LONG TERM ASSIGNMENTS:

- Start [Course Building Fundamentals](#) Training Course
 - Due at the end of Week 4
- Start [Moodle Course Facilitation](#) Training Course
 - Due at the end of Week 4
- Use your [Training Course](#) to try out the LMS

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Week 3 - Online Teaching Best Practices □



LESSON INTRODUCTION

Welcome to Week 3: Best Practices in Online Teaching. The goal of this module is to introduce you to some recent literature regarding online and blended teaching and learning. We'll take a look at effective course design, effective teaching strategies, needs of online learners, virtual communications and interactivity, presence in the online courseroom, and much more.

Please take time this week to read through the resources presented in this module and synthesize the information into your discussion forum posts. This week you will be watching a pre-recorded training session rather than participating in a VoiceThread. You are likely to already be using effective strategies if you are currently teaching, so please add to the discussion this week so that others might benefit from your expertise.

For some of you, this information is brand new; for others of you, it is simply a fresh look at information you already know to be true. Whether this is the first time or the 100th time you are reading about best practices in online and blended teaching, the hope is that you will work to apply this information if you are selected to teach courses for UNOH. These ideas and practices are what we share with both our full-time and adjunct instructors alike. Our online instructors can, after all, truly impact our online student retention. We hope that all of our instructors are striving to truly connect with students and to utilize best practices within the online courseroom.

Keep in mind that you should continue working through the **Course Building Fundamentals** training course and the **Moodle Course Facilitation** training course. You will have to have these completed in full by the end of the 4th week.

Week 3
Teaching



LEARNING ACTIVITIES



BY MID WEEK:

- Review [Week 3 OFC-101 Learning Objectives](#)
- Continue your tour of [UN-110-VC First Year Experience](#)
- Watch the [Prerecorded Training Session](#) (33:15)
- Read [Teaching and Learning Articles](#)
- Post to [Discussion Forum 3a](#)
- Post to [Discussion Forum 3b](#)
- Post to [Discussion Forum 3c](#) (no replies necessary)



BY END OF WEEK:

- Reply to [Discussion Forum 3a](#)
- Reply to [Discussion Forum 3b](#)
- Complete [Check Point 3](#)



LONG TERM ASSIGNMENTS:

- Continue [Course Building Fundamentals Training Course](#)
 - Due at the end of Week 4
- Continue [Moodle Course Facilitation Training Course](#)
 - Due at the end of Week 4
- Use your [Training Course](#) to try out the LMS

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Week 4 - Preparing to Teach □



LESSON INTRODUCTION

Welcome to the final week! I am so glad you made it this far. This week you'll get a feel for what needs to be done in order to prepare for teaching course at UNOH. We have a series of steps that all of our instructors must follow each quarter.

Be sure to read the documents carefully and participate in this week's VoiceThread. Keep in mind that the documents in this week's folder are examples only and may be updated as changes to processes occur. I have made sure to include the most-up-to-date documents, but these may change a bit depending on the quarter.

This week you will also need to finish up your Moodle training courses that you started in Week 2 if you have not yet completed these. If you have questions about these courses, be sure to ask early this week so that I can do what I can to help you complete these important LMS courses.

It has been a pleasure working with you these four weeks, and it has been wonderful getting to know more about you. I hope this course has been equally enjoyable for you and that you are leaving this course with a much better understanding on UNOH, our students, our online program, our expectations, and what it takes to be successful teaching with us.

Week 4
Preparation



LEARNING ACTIVITIES



BY MID WEEK:

- Review the [Readiness Checklists](#)
- Read [What's Next?](#)
- Review [UNOH Testing Information Email Example](#)
- Review [How to Find Student Testing Site Locations](#) and [Special Student Information on VC Rosters](#)
 - You do not currently have access to the MyUNOH Portal, but this document will be a helpful reference if you do teach for UNOH
- Review [Off Campus Proctor Examination Form](#)
- Review [UNOH Testing Center Online Examination Form](#)
- Review the [Course Add-on Information](#)
- Review the [Turnitin Information](#)
- Review the [Online Minimum Requirements](#)
- Review the [UNOH Course Catalog](#)
- Post to [Discussion Forum 4](#)



BY END OF WEEK:

- Watch and participate in the [Week 4 VoiceThread](#)
- Reply to [Discussion Forum 4](#)
- Complete [Check Point 4](#)

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Discussion Forum 1a

Please take some time to introduce yourself to the group. Please include a brief work history as well as any professional accomplishments or interests that you would like to share with us. Feel free to also share personal information if you wish.

We would also like you to **include in the subject line of your post** one word that best describes your personality!

Reply to at least two other learners with whom you have something in common. Feel free to extend this introductory discussion.

Discussion Forum 1b

As you tour the UNOH Website and watch the video, take note of information you find interesting, exciting, surprising, and helpful. Be sure to research our university from both a faculty member and student perspective.

Then report back to this forum. Please post just 5 facts you found from the website in any of the following areas:

- University Mission
- Student Culture and Demographics
- Athletics and Clubs
- Student Support
- Academics
- Student Life
- Campus Offices

There are times when we have **CURRENT UNOH FACULTY** in this course. These are typically faculty who have taught traditional, face-to-face courses for UNOH who might be new to online teaching. **If you are one of these faculty members**, we'd love to read what you have to share about UNOH student demographics, UNOH campus culture, teaching UNOH students, and anything else you think a person new to UNOH might want to know.

Reply to at least two other learners to compare and contrast the UNOH information you found. Engage in conversation regarding how UNOH compares to other universities with which you are familiar. Please also post any questions you still have about UNOH. I'll do my best to answer!

Discussion Forum 2

In your first post, please respond to the following:

- What technologies do you or have you used in online teaching?
- What technologies have you experienced online as a learner?
- What do you feel are the benefits and drawbacks of using technologies in teaching and learning?
- What are some of the technologies on your wish list to try out - when you have some free-time on a rainy day!
- What are some technologies that you have heard of, but know little about, that might be useful in online teaching?

In your replies to at least two other learners, please compare and contrast your technology experiences and viewpoints. This is a GREAT hub for getting the latest tips and tricks for using specific technologies in teaching and learning.

Discussion Forum 3a

After viewing this week's **Prerecorded Training Session**, please share with us the Top 5 most useful bits of information from the presentation and how you can apply that information and practice to your own online courses.

Please also share your own "go-to" best practices perhaps not mentioned in the recorded session. What has worked for you in the past either in fully online or blended learning environments?

Reply to at least one other learners extending the dialogue. Please share your own experiences that relate and/or offer summaries of outside resources to further enhance our understanding and application of the concepts.

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Discussion Forum 3b

After reading the [Teaching and Learning Articles](#), take time to synthesize the information into a 2-3 paragraph summation of online/blended teaching best practices.

Following your synthesis, please include 1 paragraph evaluating what you hope to apply from these readings into your own online/blended teaching practices and what this may look like in the online environment.

Please reply to at least one other learner comparing and contrasting your syntheses and viewpoints. Further the discussion by providing further questions related to the areas of online/blended teaching and learning. Revisit the forum to answer those questions related to your initial post.

Discussion Forum 3c

By now you should have spent some time touring UN-110-VC, First Year Experience. The purpose of this opportunity was to allow you to see a course in action: forum topics and student interactivity, course announcements and possibly emails, course content and design, and the demographics of our online students (at least from what they share in the forums).

Take some time now to share your thoughts as you reflect on what you saw in UN-110 and how you can apply that information to your role as an online or blended (ONAW) instructor.

No replies to other learners required.

Discussion Forum 4

Take time to share with us the following:

- the most helpful part of this course
- the most enjoyable part of this course
- the part of this course you found the least helpful or enjoyable
- what you would still like to know more about
- what you would have liked to see included in this course
- whether or not you are still interested in teaching courses for UNOH

Reply to at least two other learners comparing and contrasting viewpoints. Continue the conversation!

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This video was created by Lynn Lease using Animoto (www.animoto.com).



Click [HERE](#) to access the Welcome video.

Lynn's Movenote Sample

Movenote allows users to build tutorials including video, audio, documents, and the red laser pointer.

This particular Movenote was created to help students in First Year Experience as they established their USA Funds Life Skills accounts. The static PDF directions were not enough. Students were often confused. The Movenote with my verbal explanations have significantly decreased confusion for the students.

Click <http://www.movenote.com/v/5SLAmu-SmB3hK> link to open resource.

Click [HERE](#) to access the Movenote Sample.

Week 2 VoiceThread

Take time to listen to and participate in this week's VoiceThread. You are required to comment on at least one slide, but all slides allow you to comment or ask questions.

I hope that you are able to add your own expertise in technology to the discussion so that other's might benefit even further!

Thank you! I look forward to your comments.

Click <https://voicethread.com/share/5337579/> link to open resource.

Click [HERE](#) to access the VoiceThread.