

Training Requirements for Online Faculty

www.bluegrass.kctcs.edu/its/training

Faculty should have the following skills or work toward attaining these skills before teaching 100% online (some exceptions may apply based on the prior knowledge and experience of the new online faculty member):

- Effective use of mouse and keyboard
- Intermediate Computer Skills
 - Manage email including sending attachments, reply to all, creating and organizing folders, etc.
 - Effectively use cut, copy, and paste
 - Understand and use various file formats such as .rtf, .csv, .pdf, .zip
 - File Management Skills (creating folders, moving files, copying files, etc.)
 - Basic skills in Word, Excel, WordPad, Photo Editing software
 - Basic skills in Image Editing

Program Coordinators:

- Explain required course competencies to new online faculty
- Discuss possible training needs with new online faculty
- Provide Connie Rine's contact information to all new online faculty
- Inform Distance Learning Office of all new online faculty 2 working weeks prior to the start of classes
- Ensure new online faculty are entered into PeopleSoft prior to receiving training

All new online faculty must attend the following training:

- Orientation to Blackboard (2 hours) (***must be completed before teaching 100% online***)
- Course Design and Development (2 hours) (Faculty will bring their syllabus, sample content, and text book) lab will remain open an additional 2 hours if needed (***must be completed before teaching 100% online***)
- Other training topics as needed (list of training topics attached)
 - Required
 - Assessment (testing, grade book, assignments) (2hours)
 - Discussion Boards (2 hours)
 - Optional
 - SoftChalk (optional)
 - Wimba (optional)
 - Video and Podcasting (optional)

New online faculty will spend 8 hours during first semester with an assigned eMentor or Course Leader

Blackboard will be used to track competency completion of the trainee and a certificate of completion will be sent to faculty upon conclusion of all training.