Online Course Facilitation Program

Fall 2016

Instructor

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<thead>
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<th>Number</th>
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<tbody>
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Office Location: Library Annex C - 133

Email: Please use KSU emails listed above to contact any of us.
You can expect a response within 24 hrs (normal business hours).

Office Hours: Monday-Friday, 9:00am-5:00pm

To learn more about us, and what we do, please visit our website:
http://distancelearning.kennesaw.edu/

Course Description

Welcome to the Online Course Facilitation Program (OCFP)! The Distance Learning Center (DLC) designed this program to teach and reinforce basic delivery practices to facilitate an online course. Over the next four weeks, this course will help you develop competencies to deliver a distance/online course.

Course Objectives

Upon successfully completing OCFP, you will be able to:
1. Copy and prepare a course for editing,
2. Apply the 10 principles of effective online course delivery,
3. Apply the 7 Principles for Good Practice in Undergraduate Education,
4. Apply the 3 primary principles for universal design for learning,
5. Update and change course documents and dates,
6. Prepare communications for course interactions, and
7. Grade submissions and provide feedback to students.

Required Textbook/Supporting Materials

There are no required textbooks for this course. Any supporting materials will be included as links within the online lecture components.
Technical Requirements
You will need reliable access to the Internet and a computer capable of accessing the online environment. There will be a need to submit screenshots of work completed. The instructions for taking screenshots can be found in Module 00.

Grading
This program requires the participants to complete at least 9 out of 10 milestones. Each milestone is worth 10 points for a potential total of 100 points. It generally takes 48-72 hours for us to grade the milestones and provide feedback.

Successful completion requires meeting the following assessed milestones:
- Milestone 01: Copy the course
- Milestone 02: Create a checklist
- Milestone 03: Update the syllabus
- Milestone 04: Update due dates
- Milestone 05: Create an online introduction
- Milestone 06: Create an announcement
- Milestone 07: Enroll a student
- Milestone 08: Leave feedback for an assignment submission
- Milestone 09: Respond to participants' discussions
- Milestone 10: Leave a comment on a Grade Item

Course Outline
This program will be delivered online asynchronously. There is no required meeting for this program. Participants are expected to review the online materials and complete the required weekly milestones. Below is an outline of the content and activities in each unit of the course. All activities are due on Monday 11:59PM in Eastern Standard Time and are located in the D2L Brightspace Calendar.

<table>
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<tr>
<th>Modules</th>
<th>Content/Activities/Milestones</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>Copy course content, Basic course interface, Create an update list</td>
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<tr>
<td>Module 2</td>
<td>Update Syllabus, Update Dates, Create online course introduction</td>
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<tr>
<td>Module 3</td>
<td>Create an introductory email, Create an announcement, Track students' progress</td>
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<td>Module 4</td>
<td>Grade assignments, discussions, and quizzes</td>
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Course Expectations

Late Assignments
As a courtesy, please submit your assignments on time according to the dates listed in the Assignments tool. If you are running behind, please do not hesitate to reach out to one of the instructors.

Participant Responsibility
Online learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. During each module, participants are expected to:

- Check the D2L course website regularly
- Study the assigned material
- Complete and submit assigned quizzes or homework on time.

Help Resources

Contacts to Get Help
Student Help Desk studenthelpdesk@kennesaw.edu or call 470.578.3555
D2L FAQ’s click here
D2L Student User’s Guide click here

Additional Resources
Remote access to Library Resources: http://library.kennesaw.edu/
Student Support: http://learnonline.kennesaw.edu/student-resources/support-resources.php
Tutoring and Academic Support: http://learnonline.kennesaw.edu/student-resources/tutoring.php
Advising: http://advising.kennesaw.edu/index.php
Bookstore: http://bookstore.kennesaw.edu/home.aspx