Online Course Facilitation Program  
Spring 2017

Facilitator

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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 an 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.

Learning Materials

All learning materials will be provided in the D2L Brightspace learning environment.
Minimum Technology Requirements

To successfully complete the program, you will need to have access to a computer (either a PC or a Mac) that is less than five years old. The computer should be equipped with Microsoft Office version 2010 or above (including Word, PowerPoint, and Excel). Adobe Acrobat/Reader and Adobe Flash Player may be needed to view some of the learning materials. A speaker and a microphone (either built-in or external) are needed to complete some of the learning activities. A webcam is preferred but not mandated.

Your internet connection will also be important to your ability to complete the program successfully. This program contains a lot of audio/visual content, and a basic dial-up connection will not be satisfactory. We highly recommend a high-speed internet connection for taking this program.

Minimum Technical Skills

This program requires participants to have average computer literacy. Participants should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader). Participants should also be comfortable with common Internet tools and activities, such as browsing web pages, emailing, as well as participating in online discussions.

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 after the due date 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>
<thead>
<tr>
<th>Modules</th>
<th>Content/Activities/Milestones</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>Copy course content</td>
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<td></td>
<td>Basic course interface</td>
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<td>Create an update list</td>
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<td>Module 2</td>
<td>Update Syllabus</td>
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<td></td>
<td>Update Dates</td>
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<td>Create online course introduction</td>
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<td>Module 3</td>
<td>Create an introductory email</td>
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<td>Create an announcement</td>
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<td>Track students’ progress</td>
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<td>Module 4</td>
<td>Grade assignments, discussions, and quizzes</td>
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<td></td>
<td>Update Grades and leave additional feedback</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**

Depending on your computer skills and prior knowledge with the D2L Brightspace learning environment, this program may require additional effort until you are comfortable with different tools. During the program, we expect you to:

- Check the program course in D2L regularly
- Study the assigned learning materials
- Complete the assigned weekly milestones.

**Help Resources**

**Contacts to Get Help**

Help Desk service@kennesaw.edu or call 470.578.6999
D2L FAQ’s [click here](#)
D2L Student User’s Guide [click here](#)
Additional Resources

Online Course Facilitation Program Website: http://distancelearning.kennesaw.edu/certification/ocfp.php
Netiquette Statement: http://www.albion.com/netiquette/
Distance Learning Center: http://distancelearning.kennesaw.edu