ONLINE COURSE FACILITATION PROGRAM
Fall 2018 Section 1

Meeting Times
This program is delivered fully online asynchronously. There are no scheduled meetings. Please refer to the program schedule for details.

Contact Information
Robert Swift  470-578-7594  rswift1@kennesaw.edu  Instructional Designer

Office Location: 3203 Campus Loop Rd.
Email: Please feel free to reach out to us at any time. You can expect a response within 24 hours during business hours.
Office Hours: Monday-Friday, 9:00am-5:00pm. We can also meet with you virtually using Blackboard Collaborate Ultra.

Description
The Online Course Facilitation Program (OCFP) is designed to provide participants with the necessary competencies to facilitate an online course by balancing both technical and pedagogical aspects. In this program, participants will become familiar with the D2L Brightspace learning environment and will receive hands-on experience in updating the course content in D2L. This program will also provide best practices for communicating with students to effectively facilitate an online course. Successful completion of the program will provide faculty members with KSU Online Teaching Certification.

Objectives
Upon successfully completing the program, you will be able to:
1. Prepare a course for online delivery
2. Apply best practices to effectively facilitate an online course

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). The computer should be equipped with Microsoft Office (including Word, PowerPoint, and Excel). Adobe Acrobat/Reader and Adobe Flash Player are needed to view or playback 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 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.

Evaluation
This program contains 2 quizzes and 7 milestones. The quizzes are for self-evaluation purpose with unlimited attempts. To successfully complete the program, we require participants to complete all 7 milestones. Each milestone is worth 10 points for a potential total of 70 points. Submissions are generally graded within 72 hours after the due date. If less than 10 points is given to a particular submission, please make sure you read the feedback carefully and resubmit the milestone as instructed.

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<tr>
<th>Quizzes</th>
<th>Points</th>
<th>Purpose</th>
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<tr>
<td>Quiz 01: Orientation</td>
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<td>Self-evaluation</td>
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<td>Quiz 02: Best Practices for Online Facilitation</td>
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<td>Self-evaluation</td>
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<tr>
<th>Milestones</th>
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<td>MS01: Copy the Course</td>
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<td>MS02: Create a Checklist</td>
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<td>Required</td>
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<td>MS03: Online Introduction</td>
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<td>MS04: Create an Announcement</td>
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<td>MS05: Create an Intelligent Agent</td>
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<td>MS06: Grade an Assignment</td>
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<td>Required</td>
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<td>MS07: Grade a Discussion</td>
<td>10</td>
<td>Required</td>
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Course Outline

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<th>Module</th>
<th>Topics</th>
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| 1 Course Preparation | Seven Teaching Principles  
Ten Principles of Effective Online Teaching 
Copying a Course 
Identify Things to Update |
| 2 Course Facilitation               | Engaging Students Through Communication and Contact 
Online Introduction 
Course Communication 
Course Enhancements Using Advanced Features |
| 3 Feedback and Grading               | Tips for Providing Meaningful Feedback 
Grading and Feedback |
Course Policies

Announcement
Important announcements will be made to the class electronically through the D2L Announcements tool. It is important that you check your D2L account regularly for announcements, assignments, and program updates.

Late Assignments
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 us.

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 Brightspace FAQ's
D2L Training Videos

Additional Resources
Online Course Facilitation Program Website
Netiquette Statement
Distance Learning Center