

## Online Instruction Developers Certificate

Items may be completed in any order. Some of the advanced items may be completed while still working on the Basic Certificate; however, the Basic Certificate is a prerequisite to finishing the Advanced Certificate.

### Basic Online Instruction Developers Certificate

1. *Universal Design Guidelines* for accessibility (taught online)
2. *Online Course Strategies* (taught online)
3. **Three** technologies from Technology Choices list, **one choice per category**

Note: We do recommend finishing the *Quality Matters Applying the QM Rubric* as soon as possible for a solid foundation in quality assurance for course development.

### Advanced Online Instruction Developers Certificate

1. An additional two technologies from list of choices in any categories
2. A deeper, advanced study in one aspect of online teaching and learning or Faculty Learning Community (FLC). (Contact CTLA to identify a qualifying resource CTLA can provide to fit your interests.)
3. *Quality Matters Applying the QM Rubric* Workshop
4. A presentation on any aspect of Online in one of the following formats:
  - a. A live session on campus for your peers (e.g. Panel or Individual Discussion on FLC)
  - b. A stand-alone narrated PowerPoint
  - c. A video in YouTube or online format of your choice
  - d. A Podcast
  - e. An archived or recorded Zoom Presentation
5. Peer-review of a course that has run online several times using a Quality Matters Rubric

### Technology Choices

#### Course Structure Category

1. Canvas: Modules and Pages

#### Course Online Content Category

2. Podcasting Audio or Video
3. Image editing
4. Super Powering Your PowerPoint for Online Delivery – includes narration, embedded videos and links
5. Kaltura: Personal Capture/CaptureSpace & Closed Captioning – online mini-lectures, narrated PowerPoint, closed captioning.
6. MERLOT, Creative Commons, and Search Strategies - for existing online content (taught online)
7. Template Training

#### Course Interactivity Category

8. Using VoiceThread to Engage Students
9. Canvas: SpeedGrader and DocViewer
10. Zoom: Basics and Office Hours - CTLA conducted session
11. Kaltura: Quizzes
12. Quick Check
13. Canvas: Basic Quizzes
14. Zoom Advanced: Engaging your students