Recommended Training Sequence for Online Instructors



Training is essential in ensuring the quality and effectiveness of online courses offered by Truckee Meadows Community College (TMCC). The below workshops are listed in a recommended sequential order, and will be offered each semester by WebCollege staff.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Design | Tools | Deliver | Laptop | Assess | Magnifying glass |  |

**Training Sequence for Online Instructors**

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Complete by* | Training Title & Description | Supporting Standard(s)\* |
| □ | Required prior to offering an online course | **Canvas I, II, III**  Required for online instructors ⎮ Full day ⎮ Face-to-face ⎮ Covers basic Canvas features | 1.1⎮3.4 |
| □ | Prior to or during 1st semester | **Tips & Tricks to Online Course Design: Consistency in Course Presentation & Navigation**  Two weeks ⎮ Online ⎮ Examine a universal student landing page, and comprehensive *Getting Started* module | 1.2⎮2.1⎮2.2⎮2.3⎮2.4 |
| □ | Recommended while teaching 2nd semester | **Tips & Tricks to Online Course Design: Creating a Road Map**  Three weeks ⎮ Online ⎮ Provides recommendations for a systematic approach to course design ⎮ $150 stipend upon completion | 1.2⎮3.4⎮3.5⎮3.6 |
| □ | Recommended while teaching 2nd semester | **Tips & Tricks to Online Course Design: Increasing Interactivity and Student Engagement** Two weeks ⎮ Online ⎮ Developing a clear interaction plan, and tips for keeping discussions fresh and authentic⎮ $150 stipend upon completion | 1.2 | 2.3 | 3.4 | 3.6 | 4.2 | 4.4 | 4.7 | 4.8 | 5.6 |
| □ | Recommended prior to or during 2nd semester | **Creating Accessible Content in Your Online Class**  Four weeks ⎮ Online ⎮ Tips to creating accessible online content, and offers an overview of assistive technologies and multimedia demonstrations ⎮ $150 stipend upon completion | 1.2⎮2.5⎮2.7⎮5.5 |
| □ | Recommended prior to or during 2nd semester | **Delivering Effective Online Courses**  Four weeks ⎮ Online ⎮ Focus on techniques and best practices for student engagement and success ⎮ An active online course for applying new strategies is required ⎮ $150 stipend upon completion | 1.2⎮3.4⎮4.1⎮4.2⎮4.4⎮4.5 |
| □ | Required after 3rd semester (either DYOC or IYOC) | **Quality Matters (QM) Designing Your Online Course: Online (DYOC)**  One QM workshop is required after teaching online three semesters ⎮ Two weeks ⎮ Online ⎮ Explores the QM Rubric and course development plan that can be immediately used to design an online course ⎮ $150 stipend upon successful completion | 1.2⎮1.3⎮2.6⎮3.1⎮3.3⎮3.5⎮  3.6⎮4.7⎮4.8⎮5.1⎮5.2⎮5.5 |
| □ | Required after 3rd semester (either DYOC or IYOC) | **Quality Matters (QM) Improving Your Online Course (IYOC): Face-to-Face OR Online**  One QM workshop is required after teaching online three semesters ⎮ Full day face-to-face option *OR* two-week online option ⎮ Explores the QM Rubric and provides framework to improve online course quality ⎮ $150 stipend upon successful completion | 1.2⎮1.3⎮2.6⎮3.1⎮3.3⎮3.5⎮  3.6⎮4.7⎮4.8⎮5.1⎮5.2⎮5.5 |

Additional trainings on teaching technologies and tools can be viewed on TMCC’s [Professional Development Calendar](https://www.tmcc.edu/professional-development).

\* Supporting standards refer to TMCC’s [Faculty Standards for Online Instruction](https://www.tmcc.edu/webcollege/faculty-resources/faculty-standards-for-online-instruction).