



Online Teaching Certification at SAC – FAQs

Who needs it? Certification is required for all Alamo Colleges faculty who teach fully online courses.

Requirements for Online Certification?

1. Applying the Quality Matters Rubric (APPQMR) Workshop

- a. This workshop is offered in two formats, a 2-week online course or a 1 Day (8 hour) face to face workshop.

2. Online Teaching Certification (OTC) Course – This 4-week course focuses on acceptable standards of course design and best practices for teaching in the online environment. It will introduce specific tools that facilitate those standards and best practices. The course also covers best pedagogical practices and teaching techniques that promote a successful online classroom environment.

- a. Build your own online course – Participants will also build a significant portion of an online course which includes a complete orientation module and at least 3 completed modules of the course content. This can be done concurrently with the OTC or afterwards.

3. Peer Review Committee – The online course built by each participant will be reviewed for adherence to **Quality Matters** standards and federal, state, and local requirements. This committee consists of your Dept. Chair or Coordinator, a content expert of the course you have built, an IIC staff member and yourself. The Dept. Chair, coordinator or the content expert must already be Online Certified.

I just completed the Canvas Tools Workshop. Is this the same course?

No, the Canvas Tools training is simply to orient faculty to the online tools available in the new LMS, Canvas. The Online Teaching Certification course is designed to teach faculty how to teach in the fully online environment. It does contain some pedagogy-based theory, not just technical training for the online tools. However, if you are not familiar with Canvas we ask that you complete the Canvas Tools workshop prior to starting the OTC.

How much time does the Online Teaching Certification Course take?

The course content is approximately the equivalent of one graduate-level course and is 4 weeks in length. Participants will complete six modules of instruction, usually while concurrently developing an online course. Participants will engage in online course activities that will guide you in the creation of an online course. Expect to spend approximately 4-6 hours per week on course activities, and development of an online course. The entire process, including building a course of your own, review, and presentation, usually takes 2 – 4 months.

How do I register for these courses?

Applying the QM Rubric and Online Teaching Certification courses are available in Alamo Talent. Use the search bar and enter the name of the course to find the course date offerings.

Do I need to come to campus?

No. The course itself is fully online. No other on-campus meetings are required; however, we encourage you to take advantage of our walk-in help if you would like one-on-one assistance at the Instructional Innovation Center located in MLC 712. Note: Due to the COVID-19 pandemic IIC support is offered through Zoom. Please use this link: <https://alamo.zoom.us/j/808709068>

Am I certified as soon as I complete the course?

No, certification is a three-step process:

1. Complete the OTC course, develop your own online course, have your course reviewed and revise as needed by your mentor.
2. Complete the APPQRM Quality Matters Workshop
3. Present your course to your Peer Review Committee. As soon as the committee recommends certification, you will be eligible to be scheduled to teach online courses for the Alamo Colleges.

***Option: Complete the “Learning Canvas 2019” LinkedIn Learning Training**

Does certification guarantee that I will be offered an online course?

No. Staffing for online courses is up to the academic department chairs. Please discuss online staffing needs in your discipline with your chair prior to enrollment.

How do I sign up?

The Online Teaching Certification Course is offered through Alamo Talent. Please discuss your plans with your chair, and then email or call Yvonne Galindo at: ygalindo2@alamo.edu or call 210-486-0044

Thanks for your interest!