Teaching a DL course requires both pedagogical and technical knowledge; instructors are expected to have this knowledge prior to teaching at a distance. Faculty who would like to teach an online or hybrid course at Long Beach City College must complete three requirements in the following order:

1. Moodle Certification for Online Instruction
2. Complete a curriculum in Online Teaching pedagogy
3. Approval from Dean to teach an online or hybrid course

Department Heads should ensure that all instructors assigned to teach a course in any Distance Learning format have fulfilled the options from both categories or has attended an equivalently qualified Distance Learning instructor training program, to maintain requisite skills necessary to instruct such courses efficiently and effectively.

To acquire the requisite skills for teaching a DL course, faculty must complete at least one option in each of the two categories below:

**A. Training in the LBCC Course Management System (Moodle):**
Participants will learn how to enter a Moodle course shell and organize content, utilize tools for site, course, and student management functions, as well as tools for creating quizzes, assignments with due dates, grades, and interactive forums.

- @One - Introduction to Teaching with Moodle (Offered through the CCCO)
- Moodle Core Fitness Training (Offered through the ITDC)
- Equivalently qualified CMS training curriculum

**B. Training in Distance Learning Pedagogical:**
Pedagogical seminars address both theoretical and practical information on online course design principles and methodologies, as well as delivery strategies.

- @One – Introduction to Online Teaching
- *Teach Online Seminar* – offered through LBCC
- Equivalently qualified DL pedagogical training curriculum

Trainings with @One are typically $65 per course. IITS will reimburse faculty who successfully complete the four-week sessions. The @One seminars are offered two to three times a semester and require advanced registration.

**Note to Faculty:** If you are starting at the beginning of the certification process, you should allow at least two semesters prior to teaching online.

For further information about the various training options and formats, contact Distance Learning Coordinator.