

Online Teaching Certification | Teach Online Seminar 3.0

If you are a faculty member that has been assigned or would like to be assigned a Distance Learning (Hybrid or Fully Online) Course at LBCC then you are required to have official online teaching certification. At LBCC this requires the completion of **Teach Online Seminar** (also known as **TOS 3.0**).

HOW TO ENROLL & LOG INTO TOS 3.0

You self-enroll through our [Canvas LMS](#) platform by following these steps (view image on page 2):

Step 1: Log into your Canvas account at <https://lbcc.instructure.com>

Step 2: Select “**Resources**” from the navigation list on the left.

Step 3: Click on the “[LBCC Online Teaching Certification](#)” option. This will open the enrollment page and syllabus of our Teach Online Seminar 3.0.

Step 4: Click on the button “[Enroll in TOS 3.0 LBCC Teach Online Seminar](#)” and follow the steps for completing the online form.

Once you self-enroll you will then have instant access to the course. The course will appear on your dashboard list of Canvas classes. You can also find a link to the course in Canvas by selecting the left dark gray navigation “**Resources**” >> “**LBCC Online Teaching Certification**”

WHAT IS REQUIRED IN THE TOS

TOS has four main Modules. Each Module has units which consist of deliverables that faculty will complete. Overall there are 10 deliverables.

Module A: Course Design - Content Presentation	
Unit/Topic	Development Deliverables
Unit A1: Communicating Course Objectives	A.1: Identifying Modules and Devising a Learning Guide
Unit A2: Addressing Course Content Design	A.2: Devising a Course Orientation Outline
Unit A3: Addressing Learner Engagement & Support	A.3: Devising a Mid-Course Feedback & Evaluation Tool Outline
Unit A3: Addressing Learner Engagement & Support	A.4: Modifying a Syllabus for an Online Course

Module B: Interaction – Communication & Collaboration Strategies	
Unit/Topic	Development Deliverables
Unit B1: Instructor-to-Student Communication	B.1: Instructor-to-Student Communication Plan
Unit B2: Developing an Online Learning Community	B.2: Online Course Central-hub for Students

Module C: Effective Assessment Methods	
Unit/Topic	Development Deliverables
Unit C1: Assessment Expectations	C.1: Devising an Effective Assessment Plan
Unit C2: Assessment Design	C.2: Devising an Assignment Rubric

Module D: Accessibility	
Unit/Topic	Development Deliverables
Unit D1: Formatting	D.1: Developing Accessible Documents
Unit D2: Accessibility Checkers	D.2: Accessibility Self-Check Report
Unit D3: Audio & Video	

Please note that Online Teaching Certification is different from Canvas LMS Training.

STEP 1 – Log into Canvas

The screenshot shows the Canvas 'Faculty & Staff Resources' page. On the left is a dark navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, and Resources. A green arrow labeled 'STEP 2' points to the 'Resources' icon. The main content area is titled 'Faculty & Staff Resources' and contains several sections of links. A green arrow labeled 'STEP 3' points to the 'LBCC Online Teaching Certification' link under the 'ONLINE TEACHING RESOURCES' section. On the right, a banner for 'TEACH ONLINE SEMINAR 3.0' is visible. Below it, a green-bordered box contains an image of a hand holding a pen and the text 'Enroll in TOS 3.0 LBCC Teach Online Seminar'. A green arrow labeled 'STEP 4' points to this box. Below the box, it says 'The course may be started at any time.' Below the banner, there is a section titled 'Description' which begins with 'Use the resources and activities of this seminar to design and create an online class. The modules discuss learning and teaching online practices; teaching students wherever they are and promote their success; communication and class interactions; and designing assessment methodologies appropriate for the environment. At the end of the seminar, the participant will complete the fundamental deliverables necessary for designing an online class.'

STEP 2

STEP 3

STEP 4

NOTE: OLET faculty & staff resources are found in Canvas under the “RESOURCES” Navigation.