

## 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

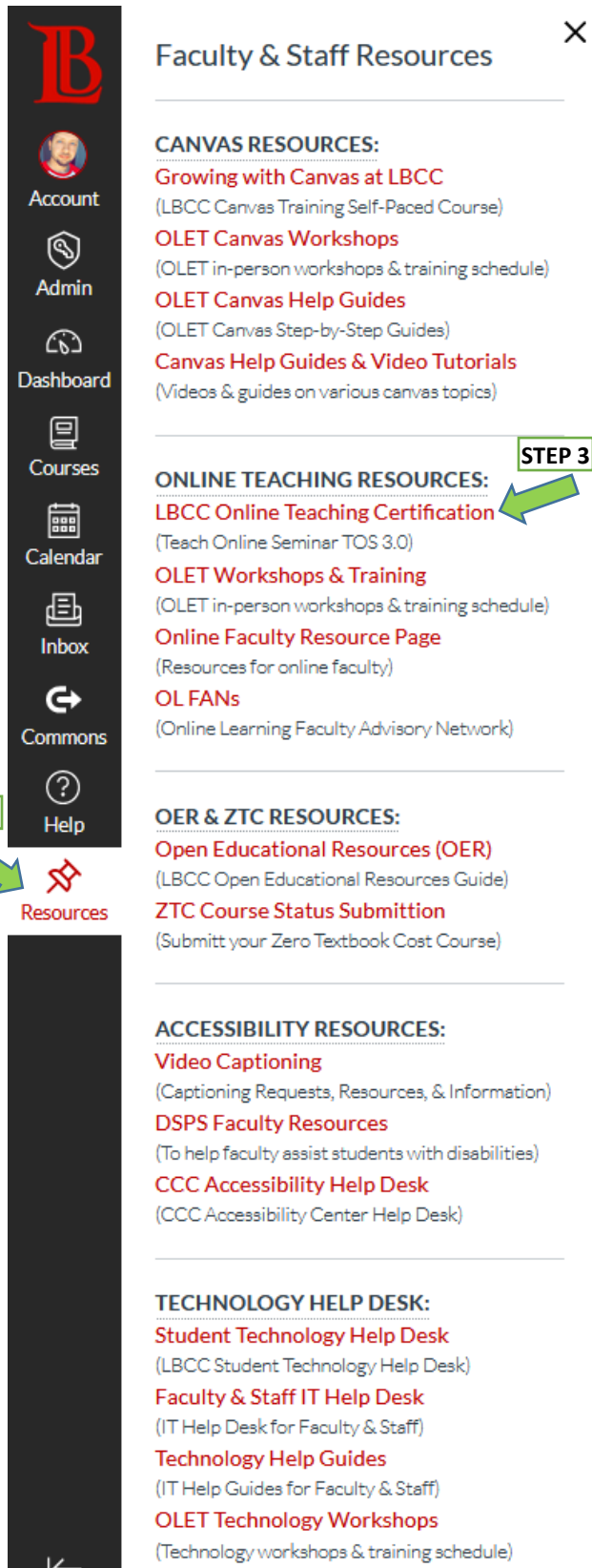
Module B: Interaction – Communication & Collaboration Strategies	
Unit/Topic	Development Deliverables
Unit B1: Instructor-to-Student Communication	B.1: Instructor-to-Student Communication Plan
Unit B2: Developing an Online Learning Community	B.2: Online Course Central-hub for Students

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 sidebar menu for Faculty & Staff Resources includes the following items:

- Account** (with profile picture icon)
- Admin** (with shield icon)
- Dashboard** (with clock icon)
- Courses** (with document icon)
- Calendar** (with calendar icon)
- Inbox** (with envelope icon)
- Commons** (with circular arrow icon)
- Help** (with question mark icon)
- Resources** (with crossed wrench and screwdriver icon)

The main content area is titled "Faculty & Staff Resources" and is organized into several sections:

- CANVAS RESOURCES:**
  - [Growing with Canvas at LBCC](#) (LBCC Canvas Training Self-Paced Course)
  - [OLET Canvas Workshops](#) (OLET in-person workshops & training schedule)
  - [OLET Canvas Help Guides](#) (OLET Canvas Step-by-Step Guides)
  - [Canvas Help Guides & Video Tutorials](#) (Videos & guides on various canvas topics)
- ONLINE TEACHING RESOURCES:**
  - [LBCC Online Teaching Certification](#) (Teach Online Seminar TOS 3.0) **STEP 3**
  - [OLET Workshops & Training](#) (OLET in-person workshops & training schedule)
  - [Online Faculty Resource Page](#) (Resources for online faculty)
  - [OL FANs](#) (Online Learning Faculty Advisory Network)
- OER & ZTC RESOURCES:**
  - [Open Educational Resources \(OER\)](#) (LBCC Open Educational Resources Guide)
  - [ZTC Course Status Submission](#) (Submit your Zero Textbook Cost Course)
- ACCESSIBILITY RESOURCES:**
  - [Video Captioning](#) (Captioning Requests, Resources, & Information)
  - [DSPS Faculty Resources](#) (To help faculty assist students with disabilities)
  - [CCC Accessibility Help Desk](#) (CCC Accessibility Center Help Desk)
- TECHNOLOGY HELP DESK:**
  - [Student Technology Help Desk](#) (LBCC Student Technology Help Desk)
  - [Faculty & Staff IT Help Desk](#) (IT Help Desk for Faculty & Staff)
  - [Technology Help Guides](#) (IT Help Guides for Faculty & Staff)
  - [OLET Technology Workshops](#) (Technology workshops & training schedule)

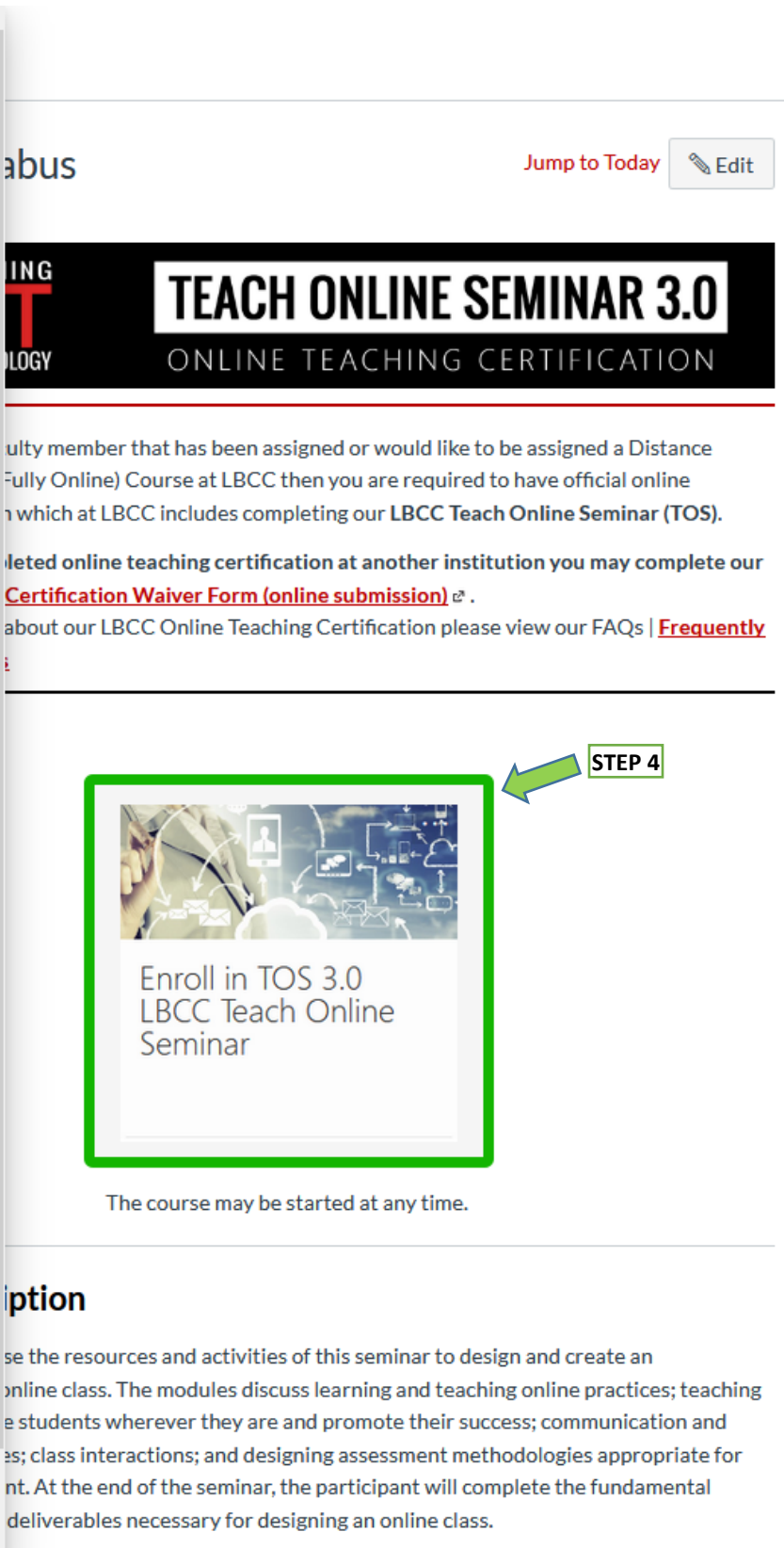
**STEP 2**



**STEP 3**



**STEP 4**



The page content includes a header with "Canvas" and a "Jump to Today" button. Below is a banner for "TEACH ONLINE SEMINAR 3.0 ONLINE TEACHING CERTIFICATION". The main text states that faculty members assigned to a Distance Fully Online course must have official online teaching certification, which at LBCC includes completing the LBCC Teach Online Seminar (TOS). It mentions that if you have completed certification elsewhere, you can complete a [Certification Waiver Form \(online submission\)](#). For more information, it refers to the [FAQs](#) and [Frequently Asked Questions](#).

The "Enroll in TOS 3.0 LBCC Teach Online Seminar" graphic is highlighted with a green border and a green arrow labeled "STEP 4". Below the graphic, it says "The course may be started at any time."

The page also includes a "Description" section that 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 course. At the end of the seminar, the participant will complete the fundamental deliverables necessary for designing an online class."



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