Distance Learning Institute Certificate

The Distance Learning Institute is designed to provide CCU faculty with the basic information needed to build and manage successful online courses. Along with a few required sessions, the institute includes many electives to choose from to customize the program to suit your needs. At the completion of the Institute, faculty will receive a certificate.

Requirements

In order to complete the Distance Learning Institute, participants will be required to attend a total of nine sessions.

Four Distance Learning Institute Fundamentals sessions:

- DL Institute Introduction
- Getting Started in Distance Learning
- Applying the Quality Assurance Inventory to Your Course
- DL Institute Conclusion

Five additional Distance Learning Institute Toolbox sessions of your choice. The Toolbox sessions are listed on the inside of this brochure.

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CeTEAL

Center for Teaching Excellence
To Advance Learning

Distance Learning Institute

COASTAL CAROLINA UNIVERSITY

Distance Learning Institute - Overview

The introduction session will review the Distance Learning Institute Certificate program along with the requirements to complete the certificate. Faculty will be introduced to the Quality Assurance Inventory, discuss the roles of CeTEAL and COOL, and learn about Quality Matters (QM). The DLI session offerings will be reviewed, and faculty will be able to register for future sessions.

Getting Started in Distance Learning

This overview will help you prepare for the development of a distance learning course and provide you with practical tools for getting organized to teach online. Come learn about the elements in a distance learning syllabus, principles of good course design, faculty and student readiness for distance learning, and components of a quality course. We will provide you with many resources and discuss any issues or questions that you may have about teaching at a distance.

Distance Learning Electives

Select at least 5 of the following sessions:

- ☐ Building a Course Tour
- ☐ TimeSavers for Teaching Online
- ☐ 10 Ways to make Your Course More Accessible
- ☐ How to Write Effective Student Learning Outcomes
- ☐ Designing Effective Online Discussions
- ☐ Rubrics Simplified
- ☐ Transitioning Face-to-Face Activities to an Online Environment
- ☐ Turnitin - Originality and Grammar Checker
- ☐ Using Peer Review in an Online Class
- ☐ Library Resources for Online Courses
- ☐ Providing Students with Meaningful Feedback
- ☐ Tracking Online Class Attendance
- ☐ Copyright Policy
- ☐ Moodle Gradebook, Rubrics and Marking Guides
- ☐ 10 Principles of Effective Online Teaching

For information on additional sessions, visit our website: **coastal.edu/ceteal**.

Applying the Quality Assurance Inventory

The Quality Assurance Inventory (QAI) was developed by Coastal Carolina University's Distance Learning Committee to define the general expectations of quality online courses. The QAI lists the components and methods generally recognized to support successful online learning. In this session, we will discuss each of the categories in the QAI, and participants will apply the inventory to a sample course as a peer review exercise.

Distance Learning Institute Conclusion

In the concluding session of the Distance Learning Institute, participants will review progress made in designing and building their distance learning course(s). Each participant will have the opportunity to review their own course using the Quality Assurance Inventory and share their course with other participants.