COOL Course Enhancement Grant (CEG) Summer 18 FAQs

Coastal Office of Online Learning
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1. **Q. When I submit for a COOL Grant review, what does it mean to include my Course ID?**  
   A. Your Course ID is listed to the right of the course name (Ex. 110S).

   ![UNIV110S-XX First Year Experience](image)

2. **Q. Can you tell me more about the COOL Grant training workshops? Which ones are required for my COOL Course Enhancement Grant (CEG) Summer 18? How do I register?**  
   A. We use CeTEAL’s registration system for all of our classes, so you may register on their registration site. You can search by tab for specific months, filter by the “Online Classes” tab, click View All to see all currently scheduled class offerings. If you click on the name of each class, you can read an expanded description, where available. You can see a list of the 4 required classes for COOL CEG Grant here: [COOL Course Enhancement Grant](#)

3. **Q: Should I take all of my training classes before I start developing my COOL Grant?**  
   A: We strongly recommend that you complete at least the QAIO, BPOL, and the Accessibility in Online & Hybrid Classes before you build. These will give you a strong foundation of the core best practices to build into your online and hybrid courses.

4. **Q: What’s the best way to get started with building my course/course content in Moodle for my COOL Grant?**  
   A: We recommend you review the Basic Moodle Template and also the Advanced Moodle Template (see: [https://www.coastal.edu/online/facultyresources/moodleresources/](https://www.coastal.edu/online/facultyresources/moodleresources/)). These course templates may be copied into your course in full for you to customize, or you may select certain elements to have copied. To request a copy, just use the Faculty Course Request tab at the top of your Moodle screen. (All Coastal faculty should be able to preview these Moodle templates under your Resources tab in Moodle). In addition to the course shell, you’ll also find example syllabi and related documents inside our templates that you are welcome to personalize to your courses.

   To get started with building your COOL Grant course, we ask that faculty submit the Faculty Course Request tab in Moodle, and create a course shell specific to your COOL Grant. Please make sure that you include all relevant course information (i.e., PSYCH 425 Gerontology), and that you make note that this course is for COOL Course Enhancement Grant.

   **Add COOL During Course Creation:** So that your course may be reviewed once it is completed, please make sure to include in your Faculty Course Request submission the following information under the ADDITIONAL DESIGNER INFORMATION section:

   Name: Sherri Restauri  
   Email: srestauri@coastal.edu  
   Role: Co-instructor

   This provides COOL with immediate access to assist you during development (should you need it) as well as immediate access to review your course once is finished.
4. **Q. Why am I not building my COOL Grant course in a live/term course, such as Fall 2018 semester?**
   A. For protection of student privacy (FERPA), we do not evaluate courses that include student data. Once your course has completed Final COOL Grant Review and is certified, you may have it copied over by COOL into your teaching term.

5. **Q. I chose to participate in Open Educational Resource (OER) component of the COOL Course Enhancement Grant. What additional classes are required?**
   COOL will offer two additional classes to faculty that have chosen the OER component. You can register for them through the CeTEAL registration site under “Accessibility Classes.” Please refer to our guide to Open Educational Resources for additional information.

6. **Q. I have already completed some of the required courses during a previous COOL Grant cycle. Are there any other “optional” classes I can take for my COOL Grant?**
   A. Under the CeTEAL registration site, you’ll see a block that includes “Distance Learning Classes”.

   Any classes offered in this block will count with the exception of the Distance Learning Overview (The easiest way to see these is to click the View All tab, which will show all currently scheduled Distance Learning classes). In addition to the DL category, certain additional classes listed under “Technology Classes” (anything Moodle-related) and “Effective Teaching Classes” may also count. Please check with the COOL Director (srestauri@coastal.edu) if you need to verify your courses prior to registration. For CEG, **you are required to take 4 classes plus additional classes if you chose the OER component.** You may receive up to $400.00 in training stipend; any classes that have been completed and paid in previous COOL Grants will not be re-paid.

7. **Q. I have recorded multimedia/lectures/videos for my class but I know these must have closed captions to be accessible. How do I get those videos to COOL for captioning? May I go ahead and submit my course for initial COOL Review even if the captions are incomplete?**
   A. Just submit this online Captioning Request Form and we will reach out to schedule these closed captions for you. Yes, you may submit even if your captions are incomplete, as long as you’ve scheduled them with COOL. Please make note in your QAI self-evaluation that these are being captioned by COOL, as this will put you in compliance for that checkpoint of the QAI.

8. **Q. I’m done with all of my training classes and enhancing my course. What do I do now?**
   A. All completed courses will be submitted to the COOL Director (srestauri@coastal.edu) along with the faculty member’s completed QAI Self-Evaluation form. Just send Sherri an email to alert her that your course is completed, and include a copy of your completed QAI self-evaluation form alongside. If any special login instructions are required for review with 3rd party plug-ins (such as through a Pearson or Cengage publisher), please provide those in your email, as well.

9. **Q. How will you know what training courses I have taken through CeTEAL?**
   A. When you submit your final Grant course for review, you will be asked to send a screenshot of your CeTEAL records. To find a list of your completed CeTEAL classes, go to:
How to screenshot in Windows 10:
Select the Start button, type snipping tool and then select it in the search results. To take a new screenshot select New. Use the Save and Copy buttons at the top of the snip to save or copy it to the clipboard.

How to screenshot in Mac:
Press Shift-Command-4. Move the crosshair to where you want to start the screenshot, then drag to select an area. When you've selected the area you want, release your mouse or trackpad button. Find the screenshot as a .png file on your desktop.

10. **Q. When are COOL Grant funds paid out? What does it mean for a course to be “COOL Certified”?**
   A. COOL Grant funds are paid out after the COOL Grant course has been certified. A course that is COOL Certified has successfully met or exceeded all quality metrics of the Quality Assessment Inventory during its final review.

11. **Q. I have more questions about my COOL Course Enhancement Grant. Who should I contact?**
    A. If you have additional questions concerning the COOL Course Development Grant program or the application process, please contact either Sherri Restauri, director of Coastal Office of Online Learning through email srestauri@coastal.edu or by telephone at (843) 349-2254.

12. **Q. I want to learn more about Online Learning/Hybrid Learning and/or COOL. What are the best ways to stay up to date?**
    A. Follow us on Facebook, Twitter, Instagram, Pinterest, YouTube, or LinkedIn. You should also follow our COOL Blog. You may also enjoy reading our e-newsletters: https://www.coastal.edu/online/news/ The Faculty Resources section of our COOL website also includes a tremendous amount of helpful support resources that you may view.
ALL TRAINING MUST BE COMPLETE AND FINAL
SUBMISSION OF COURSE DUE AUGUST 31, 2018