Course Syllabus

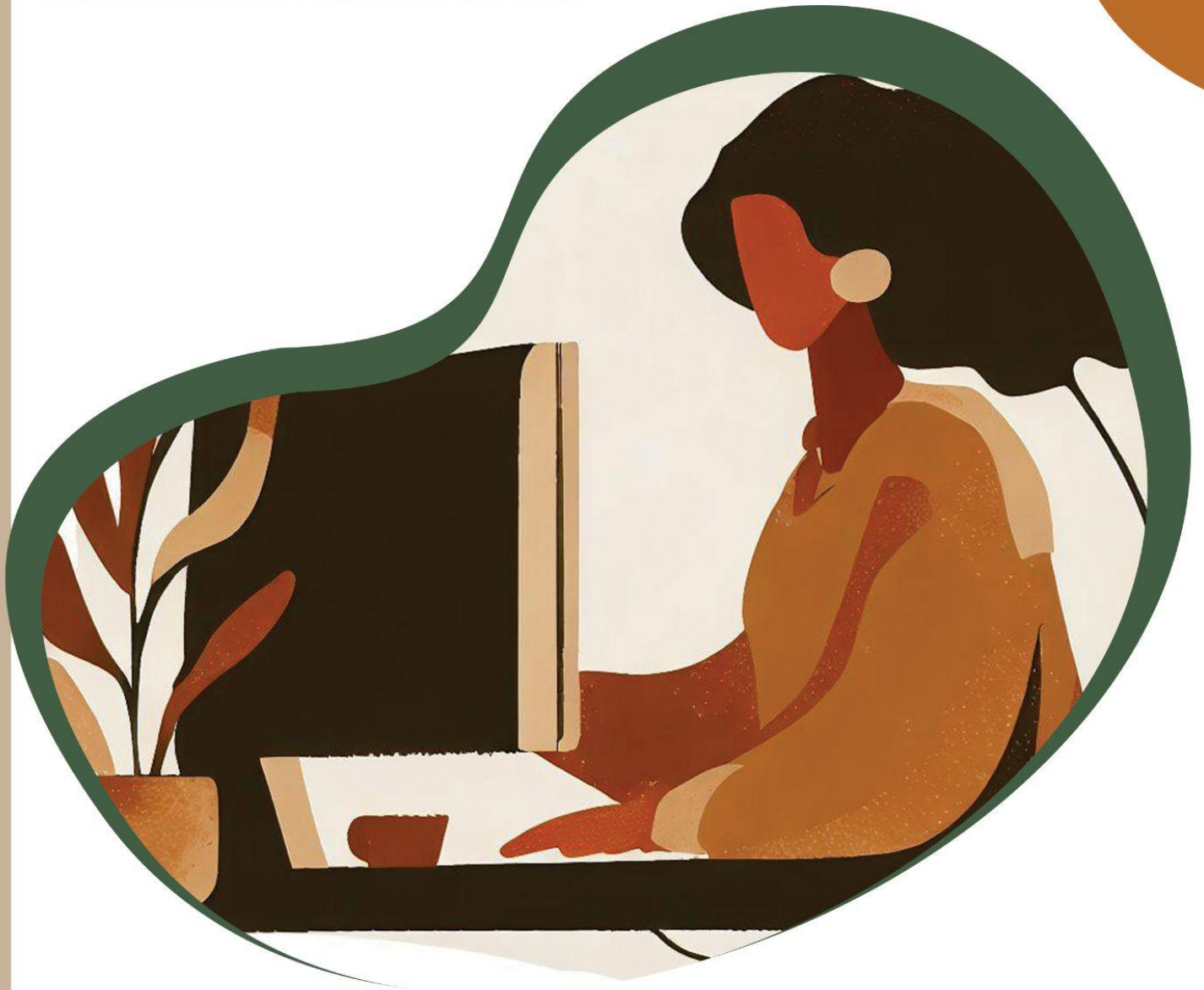## DISTANCE LEARNING - FROM CONSTRUCTION TO INSTRUCTION

CE Credits Online

Distance Learning - From Construction to Instruction
112.5 Hours of Coursework
3 Salary Points

Course Access: Upon enrollment, you have 180 days to complete your online course in our Learning Management System. If you have any questions about course access, please email support@cecreditsonline.org, or call 425-788-7275 extension 104.

Course Description

The goal of this course is to provide participants with a framework of the skills, strategies, and tools necessary for designing, building, and facilitating a fully online or blended learning experience for students of all levels, identities, backgrounds and beliefs. The course begins with a focus on the shifting mindset, qualities, and skills required of teachers transitioning from a traditional classroom to an online or blended classroom, as well as an exploration of the Digital Divide and its implications and impact on students in this new learning environment.

Participants will take this foundation through the remainder of the course as they examine strategies and tools for designing the structure, content, assessment strategy, and interactions that make up an effective online or blended classroom. Throughout the course, participants will also be asked to reflect on their prior experience and apply the concepts and skills they learn to improve and adapt current practices for the online and blended learning environments.

Objectives
- Define the roles of the teacher in creating and facilitating an online or blended classroom environment.
- Explore the impact of the Digital Divide on student learning and classroom instruction.
- Employ effective design models, concepts, strategies, and tools in the creation of an online/blended learning classroom.
- Outline a plan for the creation and facilitation of an engaging online/blended learning community.

Alignment to the Charlotte Danielson Framework for Teaching

Domain 1: Planning and Preparation
- 1a - Demonstrating Knowledge of Content and Pedagogy
- 1b - Demonstrating Knowledge of Students
- 1c - Setting Instructional Outcomes
- 1d - Demonstrating Knowledge of Resources

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- 1e - Designing Coherent Instruction

Domain 2: Classroom Environment
- 2b Establishing a Culture for Learning
- 2c - Managing Classroom Procedures

Domain 3: Instruction
- 3a - Communicating With Students
- 3c - Engaging Students in Learning
- 3e - Demonstrating Flexibility and Responsiveness

Domain 4: Professional Responsibilities
- 4a - Reflecting on Teaching
- 4e - Growing and Developing Professionally

Course Components

This course consists of interactive presentations, videos, readings, discussion boards, authentic tasks, and a final project. All elements of the course must be completed in order to obtain a letter of completion and/or credits.

Credit:
- For those taking this course for LAUSD Salary Points, this course has been approved by the JSPCC for that purpose. Upon successful completion, CE Credits Online will submit your paperwork to LAUSD for processing.
- For those taking this course for credit, upon completion, the necessary paperwork will be submitted to the university that was selected at the time of purchase. Please see [University Partners](#) on our homepage for more information.

Course Outline

Module 1: Preparing to Teach Online
- Downloadable Resource: Mindsets, Qualities, and Skills
- Shifting Mindsets for Online Instruction
- Creating a Brave Learning Space
- Qualities of Effective Online Teachers
  - Discussion Board: Shifting Roles
- Necessary Skills for Online Teachers
  - Discussion Board: Skills Assessment

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Module 2: Addressing the Digital Divide
- Downloadable Resource: Digital Divide Journal
- What is the Digital Divide?
  - Discussion Board: Evidence of the Divide in Your Classroom
- Impact on Learning
- Impact on Teaching
  - Discussion Board: Challenges and Opportunities

Module 3: Course Design
- Downloadable Resource: Course Design Standards Checklist
- Design Models
- Evaluating Technology Tools
  - Discussion Board: Aligning Models and Tools
- Course Design and Layout
  - Discussion Board: Transitioning Environments
- Authentic Task 1: Build Your Course, Part 1

Module 4: Assessment and Feedback
- Downloadable Resource: Assessment and Feedback Standards Checklist
- Aligning Objectives and Assessments
- Assessment Strategy and Design
  - Discussion Board: Assessment Plan
- Providing Feedback
  - Discussion Board: Feedback Plan

Module 5: Course Content and Activities
- Downloadable Resource: Course Content Standards Checklist
- Aligning Content
  - Discussion Board: Objectives, Learning Objects, and Assessment
- Finding Content
- Evaluating Content
  - Discussion Board: Learning Object Evaluation
- Authentic Task 2: Build Your Course, Part 2

Module 6: Facilitation and Interaction
- Downloadable Resource: Facilitation and Interaction Standards Checklist
- Setting Expectations (Student-Instructor Interaction)
  - Discussion Board: Expectations and Policies

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- Building Community (Student-Student Interaction)
- Creating Engagement (Student-Content Interaction)
  - Discussion Board: Building an Engaging Learning Community

Final Project: Course Plan and Reflection

Grading Policy

Course Component	Percentage of Final Grade
Authentic Tasks (2)	30%
Discussion Boards (12)	20%
Classroom Practice Analysis	15%
Final Project	35%

You must have an 80% average in order to pass and obtain University credit for this course unless your district has specified otherwise.

Compliance with and Commitment to the American Disabilities Act

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, participants who have any condition, either permanent or temporary, which might affect their ability to complete this course, are encouraged to reach out to support@cecreditsonline.org at the beginning of the course. We will make reasonable academic and accessibility accommodations to the course.

Academic Integrity Policy

Honesty is an essential aspect of academic integrity. Individual students are responsible for doing their own work and submitting original assignments as per the course directions. Plagiarism and cheating of any kind will not be tolerated. This includes using information from the Internet without citing the website. Avoid plagiarism by appropriately acknowledging the source of the author's words and ideas.

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