To be prepared to teach online or hybrid courses at Lone Star College (LSC), faculty need to have these 2 areas covered:

1. **D2L Basic Foundations**

   **Who/When:** All faculty members prior to teaching online or hybrid courses in Desire2Learn, and prior to completing the new Online Training Certification course.

   **What:** Covers the technical aspect of teaching online in Desire2Learn (~4 hours)

   **How:** Through face-to-face training or online from the Support widget in D2L

   **Requirements:** Attend face to face session or view instructional videos online. Instructor must earn an exam score of 80 or higher to complete this course.

   **Tracking:** Completion is recorded in MyWorkshops and is viewable by supervisor.

2. **Full Online Teaching Certification**

   **Note:** As a result of implementing changes to the Online Teaching Certification course during the Fall 2015 semester, we will be suspending the current Online Teaching Certification program for the Fall 2015. We understand that a small number of faculty members have taken the Temporary Emergency Online Teaching Certification and their eligibility to teach online may expire during the Fall 2015 semester. Those faculty members impacted will receive an automatic exemption for the Fall 2015 semester. The new program will be available during the Spring 2016 semester. *(The Temporary Emergency Online Teaching Certification will remain available for any faculty who are new to teaching online.)*

*** Temporary Emergency Online Teaching Certificate (4-Hour Version) - For faculty members who are assigned to teach an online course with late notice. This provides temporary online certification until the Online Teaching Certification is completed.

   **Who/When** Faculty members who are assigned to teach an online course with late notice - the faculty member must follow up by signing up for the next 6-week Online Training Certification program available.

   **What:** Temporary Emergency Online Teaching Certificate covers the basic principles of teaching effectively in an online environment.

   **How:** Self-directed and available in the Support area in D2L

   **Requirements:** Instructor must earn an exam score of 80 or higher to complete this course.

   **Tracking:** Completion is recorded in MyWorkshops and is viewable by supervisor.

   *(D2L Basic Foundations is a prerequisite for this course)*