

Distance Education Committee: Steps

[home](#)

Steps to Teach Online

Print out [DE Course Approval Form](#), and follow steps, procedures below, and obtain all necessary and required signatures on the form.

1. [Get trained](#) in one of two course management systems supported by the College - Moodle, or E-College. We no longer use Etudes at Mission (as of 7/01/10).

Also an **additional certificate is required** in [Online Pedagogy](#). Contact @ One at <http://onefortraining.org> for the dates to take this class. The class is entitled "[Introduction to Online Teaching and Learning](#)"

2. Upon completion of both of your certificates, forward your signed certificate of completion to the Chair of DE - fax - 1-866-371-5519.

3. Check with the Chair of Curriculum to determine if the [Course Outline of Record](#) needs to be updated

4. Obtain a developmental course shell and create your new online course. Make sure that your online course contains the required elements for an online class - see the [DE Evaluation Rubric](#) for required content

5. Develop your online Syllabus ([here is a sample](#)) - [follow new course tips](#) - and forward a copy to the DE Chair for comments and suggestions.

5. Contact DE Chair with the completed online course shell and provide access to the course.

6. DE/Curriculum will evaluate your new online class shell and provide suggestions, recommendations and comments. **Please note that no new online classes will be evaluated by DE/Curriculum pending the submission and implementation of a Substantive Change Proposal. It is anticipated that DE/Curriculum evaluation and review of new online classes will not resume until Fall 2011. See [Substantive Change Proposal recommendation](#)**

7. Update your new class based upon the DE/Curriculum recommendations.

8. Complete all of the steps, and obtain all approvals on the [DE Course Approval Form](#)

9. Once the DE Course Approval has been filed with Academic Affairs your online course may be scheduled with your Department Chair for placement in the galleys for the next scheduled semester.

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