Getting Started With
Online Course Facilitation
Online Training

Registration Information
Register using our online Training Registration Center at http://trainingcenter.blackboard.com. Registrants will receive an automated email with access information once their registration has been processed. If you have any questions, please contact Blackboard Training at training@blackboard.com.

Overview
Learn how to effectively facilitate in an online or blended classroom. This course focuses on building facilitation skills in four areas: technical, managerial, social, and pedagogical. This course also covers the skillset required of an effective online facilitator, learning styles and teaching strategies to address them, effective communication in a primarily text-based medium, interactive course components and various instructional strategies, management and organization in the online classroom, and assessment and feedback strategies.

Topics
Online Learning and the Facilitator – Participants will explore the online environment in order to become familiar with it and how it is different from the face-to-face learning environment.

Learning Styles and the Online Learner – This topic explores how students learn so that facilitators can adjust and adapt their teaching methods and strategies.

Communication in the Online Classroom – Participants will learn how to foster a sense of community in the online classroom and enhance the learning experience for everyone.

Facilitating Collaborative Activities – Participants explore a variety of instructional strategies so that each student can be successful in the classroom.

Management and Organization – This topic focuses on developing time management skills when dealing with students who now have 24/7 access to courses.

Assessment, Grading, and Feedback – Participants learn how to provide effective feedback to students during the learning process while setting clear expectations for communications and grading policies.

Who Should Attend
Faculty, teachers, instructional designers, course builders, and trainers who are new to course design or online course design. Any person who wants to understand the course design process and considerations.

Duration and Costs
Course will be available to participants for one year from registration

- Participants should expect to spend approximately 8 - 10 hours to complete the course.
- $400 USD per person
• Printed or online materials do not need to be purchased for this course.

Location
• Fully online
• Asynchronous (participants do not have to be online at a specific time of the day)

Prerequisites
• Newer versions of Internet Explorer, Firefox, Safari, or Chrome Browsers
• Email and high speed Internet access
• Basic computer navigation and web browsing skills