

# Online Teacher Training Course in Canvas (OTTCC) - Summer 2022

## Course Description

The OTTCC stands for the Online Teacher Training Course in Canvas. This is a competency-based course that grants current online instructors' credit for imported work that meets the given assignment criteria. This course also helps new online instructors learn the basics of course design in Canvas as well as approved best practices in online teaching. Instructors new to VCCCD will also learn basic procedures and protocols common throughout the district understand the best practices and learning management skills necessary for student success in online instruction. Because of the competency-based approach, experienced online instructors have found the pathway faster than less experienced online instructors.

## OTTCC vs. Practice Course

You have been given access to two courses. In the OTTCC you are a student and will submit assignments as well as participate in best practices in online education. In your practice course you are a teacher, and you will create, design, and build a course that you are going to teach in the future. In the OTTCC, you will submit the web address of your practice course when you have completed that stage of your practice course. There are instructions in the OTTCC that will help you with this process.

## Learning Outcomes

1. Create an Introductory Module and an Academic Module in Canvas.
2. Participate in highly relevant discussions about course design, online teaching best practices, and Canvas techniques.
3. Collaborate with colleagues across the district.
4. Develop basic assignments, quizzes, pages, content items, and more in Canvas.
5. Practice Communication in Canvas using the Inbox, Announcements, Feedback mechanisms, and Grades messaging.
6. Develop a great unit/module of online learning with stated goals and objectives.
7. Create a sample instructional video.
8. Identify and provide key resources to ensure student success.

## REGULAR AND SUBSTANTIVE INTERACTION POLICY

Our regular and substantive interaction policy means that we . . .

1. Present New Course Materials via Zoom on Tuesday: 1 PM - 2:30 PM
2. Assess course materials Monday and Friday.
3. Respond to emails within 48 hours of receipt.
4. Join us during office hours for personalized Q&A support or Post in the General Discussion board

Campus	Instructional Technologists / Designer	
Ventura	Matthew Moore mmoore1@vcccd.edu (805) 289-6183	Sharon Oxford soxford@vcccd.edu (805) 289-6233
	Ali Olson Pacheco aolsonpacheco@vcccd.edu (805) 289-6568	
	Margaret (Meg) Phelps mphelps@vcccd.edu (805) 289-6172	
Moorpark	Tracie Bosket mconlinefacultyhelp@vcccd.edu	
Oxnard	Laura Knight LKnight@vcccd.edu (805) 678 5302	

5. Create Announcements frequently with timely updates and tips for success.
6. Communicate with you via emails and the Inbox in Canvas

For more information about how to design your regular and effective contact policy for your course visit the topic called Regular and Substantive Interaction Policy in the Week One Module.

## TIME COMMITMENT

Depending upon your experience in online education, you will go through the course at different paces. This is a competency-based course which means some will move through it faster than others. An experienced instructor will be able to import previous material created from a previous course while the new instructor may need to create materials from scratch. Hence there will be different creation times. Also there are live meeting times via Zoom. While these are options some may choose to attend while others do not.

By staying current in the course, you are learning from the instructional technologists as well as your colleagues on all three campuses. You are expected to check in minimum of twice week. We are looking forward to learning from each other as improve the quality of online education at VCCCD.

## Zero Cost - Required Materials

Access to the OTTCC on Canvas.  
A Practice Course in Canvas to Design.  
The Online Education Initiative Course Design Rubric.  
Canvas Resources and Materials.  
A “Can Win” attitude.

## Modules

Modules are how a Canvas course is divided. You can think of a module as a unit and/or folder of content, activities, projects, etc. You will want to make sure you are going through the OTTCC modules to better understand the course. Many modules are conditionally based which means that you will have to complete specified tasks of the previous module prior to moving to the next module. You will also find your assignments in modules, and you will want to become familiar with the modular structure. Please click on the Modules menu item in the course to explore the modules for this course.

## Submitting Assignments

All assignments will be submitted in the Online Teacher Training Course OTTCC, and that is where you will find your grades for the course and completion status. Make sure you are checking your grades regularly to see that they are submitted properly and graded.

**Note:** Sometimes you are submitting the URL (web address link) of your practice course where you demonstrated a module, activity or assignment.

## Late Policy

Everyone who has successfully completed the course has been extremely satisfied by the fact that they could learn from others who teach currently in their field across the district. Consequently, we have to have a weekly structure of due dates. Please submit assignments by the due date and contact us if you are falling behind. You will be dropped from the course if you are not keeping up with the materials and assignments. You can always enroll in the next session if you can't complete on time.

## GRADING AND/OR COMPLETION OF COURSE

This is the course that certifies you to teach online at VCCCD; and therefore, you are expected to be engaging in discussions, creating a sample of your course, and exploring best practices in online teaching. All assignments are important and will lead to your success as an online instructor. Consequently, you will need to complete all activities in the modules, and earn a 95 percent or above as an overall score to earn your certification. (Grades will be posted in the Grades section.) This certification is approved by Moorpark, Oxnard, and Ventura colleges, and you have a local instructional technologist / designer who can help you better understand any questions that may be college specific.

## ACADEMIC HONESTY

The integrity of an academic community means that citations of ideas, methodologies, and research findings are full and correct. In addition, each student can promote academic honesty by protecting her/his work from inappropriate use by others and by maintaining high standards of academic honesty. Finally, if you create your own content then you are truly preparing yourself for the rigors and demands of teaching online and how to use Canvas.

## OTTCC Practice Course and Template

An OTTCC Practice course will be provided by your local Instructional Technologist Designer. You will build an introductory module and an academic module in that Practice Course. There will be instructions throughout the course on how to use this and to submit the web address ( or URL ) for review.

Note about your roles in Canvas: You will be a **student** in our VCCCD OTTCC course so that you can participate in discussions, submit assignments, and have access to course announcements. You will be a **teacher** in your practice course so that you can create items like you would in your real course. In fact, we want you to design the course that you intend upon teaching next term.

Note about examples: templates will be available for you so that you can see examples and learn by modifying them. These are located in your practice course. You are free to use the templates and edit those or you can use your own materials and content that you previously created. Please make sure that your content meets the directions of each assignment.

## Accommodations

We, the instructional technologist designers, are committed to maintaining a course that is inclusive in its design. If you encounter barriers, please let one of us know immediately so we can provide alternative assignments and/or find the appropriate needs. We also ask that you contact your Dean and Department Chair so that the appropriate funding, if needed, can be obtained.