

**Indiana University Bloomington  
School of Education**

**Required Training for Teaching Online in the School of Education**

All faculty, AIs, and other instructors who will teach online courses in the School of Education are required to have 10 hours of training in online instruction. Department Chairs may grant full or partial exemption of the 10-hour requirement for instructors with equivalent training or experience. Department or program-area professional development that helps prepare instructors for teaching online courses may also count toward the 10 hours.

**Implementation:**

Each summer, the Office of Graduate Studies will compile a brief list of current, relevant trainings offered through University Information Technology Services (UITs), the Center for Innovative Teaching and Learning (CITL), or other entities. The Office of Graduate Studies will send the list to Department Chairs, along with a copy of this policy as a reminder of the required training. Department Chairs will inform new online instructors about the policy, but Chairs may grant full or partial exemption for instructors with sufficient background in online teaching.

To complete their training, instructors may choose any listed workshops or online modules of interest to them. Approval of alternate courses and training completion are at the discretion of the Department Chair.

### Appendix Example of Training Opportunities for 2019

Note: The following courses may be used toward the SOE 10-hour training requirement for online instructors. Those with questions about course offerings may contact SOE's Instructional Consultant, Dr. Rod Myers ([rodmyers@indiana.edu](mailto:rodmyers@indiana.edu)). Instructors may also seek individualized support from Dr. Myers or from CITL (and may count such time toward their 10 hours).

**The following courses are currently available at IU's Expand learning portal.**

IU Online Faculty Starter Kit (est. 3-5 hours)

<https://expand.iu.edu/courses/faculty-starter-kit>

This self-paced Canvas course provides a good overview of relevant topics. The three modules cover:

- Module 1: Teaching Online at IU
- Module 2: Designing an Online Course
- Module 3: Teaching an Online Course

Teaching Online Series (est. 10+ hours)

<https://expand.iu.edu/courses/teaching-online-series>

More comprehensive than the Starter Kit described above, this self-paced Canvas course from IU's eLearning Design and Services features 11 modules:

- Module 1: Getting Started in Canvas
- Module 2: Designing an Online Course: Where do I start?
- Module 3: Online Assessment: How do I know my students are learning?
- Module 4: Active and Interactive Learning: What can my students "do" online?
- Module 5: Content: How can I make, find, and use online resources?
- Module 6: Structuring the Course: How do I put it all together and explain it to my students?
- Module 7: Usability and Visual Design: What can I do to help my students see where to go and what to do?

Module 8: Accessibility: How can I help my students who use assistive technology?

Module 9: Multimedia: How can I make it, find it, and use it in my online class?

Module 10: Online Presence: What can I do to ensure my students "see" me?

Module 11: Teaching in the Virtual Classroom: How is it different and what can I do to make it better?

Quality Matters Training (Required by IU's Office of Collaborative Academic Programs for those teaching in OCAP programs)

<https://citl.indiana.edu/consultations/online-course-review/>.

Creating an Accessible Syllabus using Microsoft Word (est. 45-60 minutes)

<https://expand.iu.edu/browse/ittraining/single/courses/creating-an-accessible-syllabus-using-microsoft-word>

This short (less than an hour) Canvas course focuses on fundamental techniques for using MS Word to create a syllabus (or any other document) that meets accessibility standards. Modules include:

Module 1: Getting started

Module 2: Understanding the impact

Module 3: General guidelines for accessible documents

Module 4: Skills to create an accessible syllabus in Word

Module 5: Putting it into practice

Module 6: Conclusion