



# Transitioning to Online Teaching Certificate

This series of workshops is designed to equip academics with the key competencies needed to design, develop, and facilitate online courses. With a focus on the development of practical skills, this series gives academics the confidence to transition from teaching face-to-face to a blended or fully online mode leveraging the tools available in Blackboard Learn and Collaborate.

## Delivery Mode

- Fully online facilitated  
– Max 60 participants per group
- Completion time: 2 weeks per workshop
- Estimated effort: 10 hours per workshop
- 2 Live webinars per workshop (recorded for those who can't attend)
- Facilitated discussions
- Self-study content presentation and knowledge checks.
- Graded assignments and feedback.
- Capstone project and final MCQ assessment

## Design and Development of Online Course Content

This workshop enables you design a course and develop content in Blackboard Learn Original.

- Designing E-learning Courses
- Getting Started with the LMS
- Creating Course Structures in Blackboard Learn Original
- Creating Course Content in Blackboard Learn Original

## Design and Development of Online Assessments

This workshop is designed to get you up to speed in the creation of online assessments, including test and assignments. It also covers the best practices in providing feedback, preventing plagiarism and managing the Grade Centre in Blackboard Learn.

- Principles of Learner Assessment and Feedback
- Creating and Managing Tests in Blackboard Learn Original
- Creating and Managing Assignments in Blackboard Learn Original
- Managing the Grade Centre in Blackboard Learn Original

## Online Facilitation using Blackboard Collaborate

This workshop is designed to enable you to consider how current teaching practice might be translated into the online environment, with special emphasis on course facilitation with Blackboard Collaborate Ultra.

- Overview of Collaborate Ultra
- Session Communication Methods
- Sharing Content and Engaging Learners
- Session Management

## Support and Success of the Online Learner

This workshop will provide you with the tools to keep track of your students' learning, manage communications and announcements to support them and encourage community building and active learning using discussions.

- Support and Success of the Online Learner
- Designing Engaging Discussions
- Keeping Learners on Track using Blackboard Learn Original
- Communication Tools and Interactive Tools in Blackboard Learn Original