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| Description:  The Hybrid and Online Training (HOT) Course is a three week online course that will prepare developers and facilitators to design, build, and teach a custom course within the online environment of the Blackboard Learning Management System (LMS).  During the course, learners will investigate the opportunities and challenges of online teaching and learning and will complete activities in two separate Blackboard courses.  The main course contains all of the class readings, discussion activities, and assessments that learners will use to explore the process of designing, building, and facilitating a Blackboard course. Working in the main course allows learners to experience online learning from a student perspective.  In Week 3, the final assignment allows learners to work in their own Blackboard course as an instructor. This assignment provides a realistic scenario where HOT participants experience what it is like to receive an online course and prepare it for delivery to students.  Duration:  15 hours of self directed activities.    Format of workshop  Online self directed  Prerequisites  Blackboard Advanced | Objectives:   * Analyze the role of the online facilitator and develop strategies to implement, encourage and manage interaction in the online classroom. * Plan and organize course materials offline * Demonstrate appropriate planning considerations, guidelines and procedures to establish a productive and engaging e-learning environment. * Understand the processes and procedures involved in teaching an online course   Course Outcomes   * Identify proactive strategies for teaching in the online environment * Organize and sequence learning materials in the course * Frame critical thinking questions and design discussion prompts that lead to effective learning in the online classroom. * Prepare and customize the Blackboard course environment |

ASSIGNMENTS:

**Weekly Discussions:**

There are three discussions in this course (excluding the introductory discussion), one for each week. Instructions for the discussions are found in the main Discussion Board section. Discussions for each week are made available at the beginning of the week and close at the end of the week. Initial discussions are due on the Thursday of each week by midnight. Responses to participants’ posts are due each week by Sunday at midnight.

**Observation and Reflection Assignments:**

You have been assigned a course to observe over the next three weeks. See the Observing an Online Course item in Week 1 for a link to the class you will observe. **Please note that your observation class is a live class, and you should not make any changes to the class, or contact the instructor or students.**

**Creating a Learner-centered Syllabus:**

This assignment is designed to give you practice with creating a syllabus that is functional in terms of outlining a course, and also with creating a document that will help your students understand the purpose of your course and the expectations that you have for your students. For this assignment you should use the generic syllabus for a course that you will or would like to teach, as it will be used with other assignments in this course.

**Weekly Planning Outline with Assessments and Resources:**

This assignment gives you an idea about how to plan a 7 or 15-week course. You will use the syllabus that you chose for the Learner-centered Syllabus Assignment in Week 1 to construct one week’s worth of lessons where you will align objectives, assessments, and resources.

**Final Assignment: Preparing your Online Course:**

This assignment is designed to give you practice preparing an online course for delivery. You have access to a sample Blackboard course that you will modify as if the class were starting in the upcoming semester.

**ONLINE WEEK**

The online week runs from Monday at 12am to Sunday at 11:59pm.

**GRADING STRUCTURE:**

All assignments are graded on a 100-point scale. See the chart below for information about the percentage that each assignment counts toward your final grade.

Please note that all work in this training course must be completed on time each week. If you do not complete the work on time, you will be asked to join another section of HOT.

Additionally, you must achieve a cumulative percentage of at least 80% on all assignments to pass the course and be certified to teach online and/or hybrid courses.

**Grading:**

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| **Assignment** | **% of Grade** |
| Discussions | 20 |
| Learner-centered Syllabus | 20 |
| Observations | 15 |
| Weekly Planning | 20 |
| Final Assignment | 25 |
| Total | 100 |

**Schedule and Checklist of Assignments:**

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|  | **Assignments** | **Due Date** |
| **Week 1** | Syllabus Agreement | Wednesday |
| Introductory Discussion | Sunday |
| Creating a Learner-Centered Syllabus | Sunday |
| Week 1 Discussion | Initial post by Thursday; response post by Sunday |
| **Week 2** | Week 2 Observation and Reflection Assignment | Sunday |
| Week 2 Discussion | Initial post by Thursday; response post by Sunday |
| Weekly Planning Outline with Assessments and Resources | Sunday |
| **Week 3** | Week 3 Discussion | Initial post by Thursday; response post by Sunday |
| Week 3 Observation and Reflection Assignment | Sunday |
| Final Assignment: Preparing Your Online Course | Sunday |