Steps to Becoming Certified to Teach Online

Instructors have the opportunity to become certified to teach online and hybrid courses. To become certified, instructors must complete the Hybrid and Online Training (HOT) course. This three week course is offered several times throughout the year and is completed entirely online. Please note that it is not a self-paced course and will need to be completed within the published timelines. To become eligible for the HOT course, instructors must complete all prerequisites. This handout guides you through the steps needed to become certified to teach online.

Becoming certified to teach online and hybrid courses requires several steps. Please follow these directions to become eligible to attend the Hybrid and Online Training course:

**Step 1 - Access to Wilmington University E-mail**

(if you already have a Wilmington University instructor e-mail, please go to step 2)

When an Instructor is hired, Coordinators submit a *New Adjunct Faculty Information* form to the Adjunct Faculty Support Manager. The submission of this form will activate the sequence of events needed to create a faculty e-mail account.

Instructors must have, and use, their Wilmington University e-mail account. Correspondence will not be sent to an alternate e-mail address. If you need information about your e-mail account, please visit the following site: [http://www.wilmu.edu/techres/emailtechsupport.aspx](http://www.wilmu.edu/techres/emailtechsupport.aspx)

**Step 2 - Access to Blackboard Training & Support course in Blackboard (Prerequisites to HOT)**

All instructors have access to a Blackboard course titled *Blackboard Training and Support*. To accomplish the successful completion of Blackboard Training there are three available formats:

A) **Online** – DIY - “Do It Yourself”

   a. This format is available to learn Blackboard quickly and become certified to teach an online/hybrid course. With the DIY online self-paced Blackboard training option, all instructors are enrolled as a student in the *Blackboard Training and Support* course. Instructors request a practice course, and complete tasks online. Upon completion of Lesson 1 through Lesson 7 from Blackboard Training & Support, an instructional technologist will check and verify successful completion of tasks in the instructor’s *practice* course. An email invitation to register for HOT is then sent to the instructor.

B) **Face-to-Face** Hands-on Training Workshops

   a. This option has two 1½ - 2½ hour sessions.

      i. **Basic** – Introduction to the Blackboard Learning System provides the instructor with the core tools for the teaching and learning process.

      ii. **Advanced** – To meet the needs of those faculty members who prefer the personal touch of a 1½ hour Face-to-Face training workshop, Educational Technology offers the **COOL** (Creative Options for Online Learning) workshop.

C) **Webinars** – Several times throughout the year Webinar Workshops are available for both the Basic and Advanced sessions. Both sessions are 1 to 1½ hours each. Using Blackboard Collaborate, you will follow along with the moderator.
Questions regarding the prerequisite courses may be directed to facultytraining@wilmu.edu

Please note that the prerequisites must be completed by the deadline dates.

**Step 3-Registering for the HOT COURSE**

Instructors who wish to continue on to the HOT course, may access the registration form via a link they receive in email after completion of Advanced Blackboard training. The link will direct the faculty to an electronic registration form. Once the form has been submitted, the participant will be registered for the selected course. The instructor assigned to facilitate the course will contact the participants several days prior to the start of the course. Questions regarding the HOT course may be directed to Matt Davis at matthew.h.davis@wilmu.edu

Once the prerequisite deadline has passed for each session, the registration link will be removed and the instructor will no longer see the current HOT registration date. However, instructors may select a “future” HOT session.