Successfully Scaling An Online Instructor Certification Course

Challenges and Innovative Solutions

LaSaundria Bass & Victor Ventor
University of South Florida

LASAUNDRIA BASS
Learning Designer
MEd Instructional Technology
BA English

VICTOR VENTOR
Learning Designer
MEd Instructional Technology
BA Psychology
Who Are We?

THE DIGITAL LEARNING TEAM

Instructional Design

Multimedia

Faculty Support
Online Instructor Certification

Getting Started  Syllabus  Modules  Video Resources
What the OIC looks like: Module 1

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise your Hand: Module 1 Questions</td>
<td>✔️</td>
</tr>
<tr>
<td>Module Overview &amp; Checklist</td>
<td>✔️</td>
</tr>
<tr>
<td>Introduce Yourself / Virtual Icebreaker</td>
<td>✔️</td>
</tr>
<tr>
<td>Background and Skills Survey</td>
<td>✔️</td>
</tr>
<tr>
<td>Structure - Where It All Begins</td>
<td>✔️</td>
</tr>
<tr>
<td>Canvas Skill Builder: Create Module Structure Within Dev Shell</td>
<td>✔️</td>
</tr>
</tbody>
</table>
What the OIC looks like: Module 2

- Module 2: Online Assessment & Practice: Week 2
  - Raise your Hand: Module 2 Questions
  - Module 2 Overview & Checklist
    View
  - Test Yourself: How much do you know about Canvas Quizzes?
    Multiple Due Dates | 1 pts | Submit
  - Answers and Detailed Feedback to the Test Yourself Quiz
  - Online Assessment Strategies
  - What about cheating?
  - Your Assessment Approach
    Multiple Due Dates | 1 pts | Contribute
  - Canvas Skill Builder: Setup Assessments Within Dev Shell
    Multiple Due Dates | 1 pts
What the OIC looks like: Module 3

- Module 3: What About My Lecture? Exploring online content...
- Prerequisites: QM Knowledge Check
- Complete All Items

- Raise your Hand: Module 3 Questions
- Module 3 Overview & Checklist
- View
- The 4 Levels of Custom Online Content and Use Cases
- What's Your Content Level(s) & Why?
  - Multiple Due Dates | 1 pts
- Canvas Skill Builder: Create Module Content Within Dev Shell
  - Multiple Due Dates | 1 pts | Submit
What the OIC looks like: Module 4

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise your Hand: Module 4 Questions</td>
<td>✔️</td>
</tr>
<tr>
<td>Module 4 Overview &amp; Checklist</td>
<td>✔️</td>
</tr>
<tr>
<td>Interaction &amp; Engagement for Online Student Success</td>
<td>✔️</td>
</tr>
<tr>
<td>Canvas Skill Builder: Enhancing Your Modules</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Prerequisites: QM Knowledge Check
What the OIC looks like: Module 5

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise your Hand: Module 5 Questions</td>
<td>✔</td>
</tr>
<tr>
<td>Module 5: Overview &amp; Checklist</td>
<td>✔</td>
</tr>
<tr>
<td>Online Accessibility &amp; How It Benefits Us All</td>
<td>✔</td>
</tr>
<tr>
<td>Content Levels &amp; Accessibility Considerations</td>
<td>✔</td>
</tr>
<tr>
<td>Accessibility Check</td>
<td>✔</td>
</tr>
<tr>
<td>Test Yourself: Accessibility Scenario Quiz</td>
<td>✔</td>
</tr>
<tr>
<td>Mobilizing Your Course</td>
<td>✔</td>
</tr>
<tr>
<td>Canvas Skill Builder: Submit Dev Course for Final Review</td>
<td>✔</td>
</tr>
</tbody>
</table>
What we will cover

In this workshop we will show you how we

• Consolidated participants
• Creating a higher level of efficiency

• Established tracking
• Reducing Administrative time
Challenge One: Too many courses
Challenge One: Too many courses
Challenge One: Too many courses
Challenge One: Too many courses

- We needed to consolidate our courses, but how?
- Courses needed to be in Canvas
- Putting all instructors in one course solves:
  - Updating
  - Searching
- Makes new problems:
  - Grading
  - Answering Questions
Challenge One: Too many courses
Challenge One: Too many courses
Challenge One: Too many courses

There are currently no students in this group. Add a student to get started.

Groups (8)
- April Group 19 students
- February Group 11 students
- January Group 7 students
- July Group 31 students
- May Group 32 students
Challenge One: Too many courses
But before you begin…
But before you begin…
Takeaways: Too Many Courses!

- Prepare for growth from the beginning
- Consolidate your certification courses (if possible)
- In Canvas, course consolidation through
  - Sections
  - Groups
- Everything together makes it easy to:
  - Plan
  - Update
  - Track
  - Grade

Certification Course

USF INNOVATIVE EDUCATION DIGITAL LEARNING

dlts@usf.edu
www.usf.edu/ofd
### Challenge Two: Reporting Completion Rates

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Canvas Skill Builder: Out of 1</th>
<th>Introduce Yourself: Out of 1</th>
<th>Canvas Skill Builder: Out of 1</th>
<th>Your Assessment Assignment: Out of 1</th>
<th>Canvas Project: Out of 1</th>
<th>Test Yourself: Out of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fix Part 1: Real-Time Tracking System 1.0
Lessons Learned: Real-Time Tracking System 1.0

• Over time the dashboard showed its age

• Gifted developer was hired away

• Coding language is not mainstream (Laravel framework of PHP)

• Cannot make updates
  o Add new admin
  o Add new courses (exclusively OIC)
Fix Part 2: Real-Time Tracking System 2.0
Fix Part 2: Real-Time Tracking System 2.0
Takeaways about tracking

- Think about how you want to collect data and the types of data you want to capture
- IT is probably collecting data you need
- Custom solution from app developer
- Use a dashboard software
- Have your entire team learn the software
Successfully Scaling An Online Instructor Certification Course
Challenges and Innovative Solutions

LaSaundria Bass & Victor Ventor

Summary

- At the University of South Florida we have certified over 800 faculty and counting.
- Satisfaction for the course has been high for over 4 years.
- Small and manageable at first, but grew rapidly.
- We needed to adapt and change to meet demand:
  - The design of the course
    - Sections and groups
  - How we collected data
    - Relying on Microsoft and IT for our tracking solution.
Thank you for your time!

Any questions?
Let’s Connect!

Add us on LinkedIn.

University of South Florida

Victor Ventor    vventor@usf.edu
LaSaundria Bass  lasaundria@usf.edu

Scan bar code to follow us on LinkedIn: