

# Community of Colleagues - Resources for Online Instructors

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## Building an Online Course

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### Strategies for Online Teaching

- <http://www.crlt.umich.edu/tstrategies/tsot.php>  
Provides links to various websites aiding in course design.

### Instructional Design

- <http://www.ion.uillinois.edu/resources/tutorials/id/index.asp>  
Assist faculty members to develop and deliver courses in an online format.

### Canadian Journal of Learning and Technology, Volume 30

- <http://www.cjlt.ca/index.php/cjlt/article/view/141/134>  
Journal article with "a comprehensive set of guidelines for building an online course based on the e-learning standards." Includes a chart showing the learning object hierarchy.

### Online Organization and Design

- <http://www.csuchico.edu/celt/roi/rubric/ood.shtml>  
This website is a rubric of what qualities indicate a well constructed online course vs a poorly constructed one.

### Designing and Online Course

- <http://ctl.mesacc.edu/resources/designing-an-online-course/>  
Order of the steps you should take when designing a course.

### Ten Simple Steps Toward Universal Design of Online Courses

- <http://ualr.edu/pace/tenstepsud/>  
Ten steps for Universal Design.

## Best Practices for Online Courses

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### Best Practice Resources

- <http://teach.ucf.edu/pedagogy/bestpractices/>  
List of links for best practices in course design.

## ADEC Guiding Principles for Distance Learning

- <http://www.adec.edu/about>  
List of four principles (with bullet points) about teaching a distance learning course.

## Best Practices for Teaching Online

- <http://www.sanjuancollege.edu/pages/2823.asp>  
List of resources for best practices in course design.

## Best Practices for Designing and Conducting Online Courses

- <http://www.santarosa.edu/instruction/online-learning/best-practices-for-online-classes/index.php>  
A table with steps for designing an online course. Lists elements that should be included in the design.

## Best Practices for Online Course Design and Delivery

- [http://www.memphis.edu/ecampus/faculty/forms/online\\_course\\_design\\_checklist.pdf](http://www.memphis.edu/ecampus/faculty/forms/online_course_design_checklist.pdf)  
A paper explaining what elements should be present in an online course. Also breaks down ways of teaching the course with, for example, synchronous vs asynchronous discussions.

## Best Practices in Online Teaching Strategies

- <http://www.uwec.edu/AcadAff/resources/edtech/upload/Best-Practices-in-Online-Teaching-Strategies-Membership.pdf>  
A report reviewing the best practice teaching strategies in the field of online education.

# Screencasting

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## Screencasting to Engage Learning

- <http://www.educause.edu/ero/article/screencasting-engage-learning>

## How to Create Screencasts

- <http://net.tutsplus.com/articles/general/how-to-create-screencasts/>

## Screencasting Tips and Best Practices

- <http://readwrite.com/2011/09/22/screencasting-tips-and-best-pr>

## How to Make Screencasts

- <https://p2pu.org/en/groups/how-to-make-screencasts/>

## 10 Steps to Create a Marketing Video - Screencast

- <http://edocumentsciences.com/10-steps-to-create-a-marketing-video-screencast>

# Advice for Instructors

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## What Makes A Successful Online Facilitator?

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/instructorProfile.asp>  
Explains some of the basic criteria for a person to be successful as an online facilitator.

### Principles for Building Success in Online Education

<http://faculty.uml.edu/stello/syllabusfeb.pdf> (UMass Lowell)  
Two administrators share their six years of experience with a successful online initiative.

## Instructor Handbooks

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### University of Missouri Faculty Guide to Teaching and Learning With Technology

- [http://etatmo.missouri.edu/toolbox/doonline/Faculty\\_Guide.pdf](http://etatmo.missouri.edu/toolbox/doonline/Faculty_Guide.pdf) (Contains copyright info)  
A guide that is designed to help plan, design, develop, and teach technology-assisted courses and programs.

### The West Virginia Adult Basic Education Handbook

- [http://wvde.state.wv.us/abe/tcher\\_handbook\\_pdf/section13.pdf](http://wvde.state.wv.us/abe/tcher_handbook_pdf/section13.pdf)  
Explains the different aspects of distance education.

### University of Manitoba Instructor Handbook

- [http://umanitoba.ca/faculties/coned/de/media/inst\\_hndbk.pdf](http://umanitoba.ca/faculties/coned/de/media/inst_hndbk.pdf)  
Serves as a reference to support you during your teaching appointment.

### Trinity Valley Community College Distance Learning Faculty Handbook

- <http://www2.tvcc.edu/Distance-Ed/uploads/distance%20learning%20faculty%20handbook.pdf>  
Faculty Handbook explaining the different contents of distance learning.

### Harper College Distance Learning Instructors Handbook

- [http://dept.harpercollege.edu/cii/docs/online\\_handbook.pdf](http://dept.harpercollege.edu/cii/docs/online_handbook.pdf)  
This handbook introduces you to developing and teaching distance learning courses at Harper College.

### Florida State University Office of Distance Learning

- <http://ctl.fsu.edu/explore/onlineresources/i@fsu.cfm>  
Provides support to students and instructors in the development of online courses and provides guidance to administrators in development and management.

### Florida State University Guide to Effective Teaching and Learning Practices Handbook

- <http://distance.fsu.edu/instructors/instruction-fsu-guide-teaching-learning-practices>  
Help instructional faculty and graduate teaching assistants who are interested in being more effective teachers.

### Teaching Online

- [http://college.hmco.com/instructors/catalog/walkthroughs/pdf/walk\\_0618000429\\_1.pdf](http://college.hmco.com/instructors/catalog/walkthroughs/pdf/walk_0618000429_1.pdf)  
Overview of teaching online.

### Porterville College Online Teaching Handbook

- <http://home.portervillecollege.edu/TLC/docs/PCOnlineTeachingHandbook2013-14.pdf>  
Handbook that consists of policies and guidelines, faculty support, and class resources in regards to online teaching at Porterville College.

### University of Dallas Online Teaching Handbook

- [http://www.utdallas.edu/elearning/instructors/documents/elearninghandbook\\_11\\_2011.pdf](http://www.utdallas.edu/elearning/instructors/documents/elearninghandbook_11_2011.pdf)  
Topics covered include: Organizational Information, Philosophy, Course Development, Technology, Faculty, Staff, Students, and Legal Issues.

### Faculty Handbook for Online Teaching and Learning

- <http://pd.clcillinois.edu/docs/faculty%20handbook%20revised%2008-04.pdf>  
Handbook designed for faculty who are both currently teaching using the Internet or plan to do so in the future. It is also a guide and reference tool to help you understand the "ins and outs" of online teaching and learning at CLC.

#### Online and Distance Learning Faculty Handbook

- <http://cnweb.cn.edu/odlorientation/onlinefacultyhandbook.pdf>  
Serves as a reference guide for faculty teaching.

#### The University of Colorado Denver: The CU Handbook

- [http://www.ucdenver.edu/academics/CUOnline/FacultyResources/additionalResources/Handbook/Documents/CU\\_Online\\_Handbook\\_2009.pdf](http://www.ucdenver.edu/academics/CUOnline/FacultyResources/additionalResources/Handbook/Documents/CU_Online_Handbook_2009.pdf)  
Consists of four different sections: Trends and Issues with Online Learning, Technology in Action, Brief Summary of 25 Emerging Tools, and Resources.

## Organizations & Affiliations

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### Educause

- <http://educeuse.edu/>  
Contains articles and resources that are related to teaching and learning.

### NERCOMP

- <http://nercomp.org/>  
Information about the NorthEast Regional Computing Program.

## List of Additional Resources

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### Teaching Online Course - 60 Great Resources

<http://elearningtech.blogspot.com/2010/10/teaching-online-courses-60-great.html>

Breaks resources for teaching online courses into categories- books, teaching online, online discussions, social networks, effective online conferences. The categories each list links to articles on that topic.

### Top 10 Free Training Courses for Online Teachers

<http://www.geteducated.com/online-education-jobs/teaching-online-courses/254-top-10-free-courses>

Top 10 free training courses for online teachers. Links 1,2,6,9,10 don't work.

### Guide to Resources

[http://college.cengage.com/education/ko\\_rossen/teaching\\_on/2e/students/resources.html](http://college.cengage.com/education/ko_rossen/teaching_on/2e/students/resources.html)

Extensive list of links to topics- Online Teaching: Theory and practice, Assessment rubrics, Course management systems and conferencing tools, other software applications, Educational resources on the web, \*copyright and intellectual property issues, professional development.

### Resources for Online Instructors

<http://www.montana.edu/teachlearn/documents/resforinstructors.pdf>

Different resources for online instructors.