



INSTITUTE OF DISTANCE
EDUCATION

Certificate in Online Teaching for Educators

PREAMBLE: The Institute of Distance Education (IDE) has developed, with the support of the Commonwealth of Learning (COL), an intensive six-week long course on online teaching. The programme will be offered wholly online and is meant to equip teachers and course instructors with online teaching knowledge, skills and expertise. Furthermore, this is a professional development programme which does not lead to a teaching certification. It aims at assisting course instructors to transition to online teaching and adapting to online learning environments.

KEY COMPETENCIES: The programme seeks to develop course instructors with the following competencies;

- a) To carry out needs analysis in online course development
- b) To apply principles of online programme designing in developing online courses
- c) To design online courses
- d) To utilise different functions of a Learner Management System
- e) To identify and utilise different software and authoring tools
- f) To create useful, engaging, and interactive digital learning materials
- g) To appreciate the roles, skills and competencies of and online learning facilitator
- h) To manage online discussion as a teaching/learning tool
- i) To plan and facilitate a live online lesson
- j) To create authentic and engaging assessments online
- k) To provide meaningful and instructive feedback in online learning
- l) To develop strategies for different forms and ways of authentic online assessment
- m) To address ethical issues in online assessment.

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JUSTIFICATION: The COVID-19 pandemic has clearly demonstrated the need for online teaching and learning. The move towards blended and online teaching had been initiated well before the onset of the pandemic but the pandemic has intensified society's need for quality online teaching and learning. The post-COVID-19 period shall be marked by increased technology use for teaching and learning in line with the demands of the Fourth Industrialisation hence the need to adequately prepare educators. In order to prepare educators worldwide to teach online, the course includes important aspects such as the design of an online course, creating digital learning materials, teaching online and online assessments.

COURSE OBJECTIVES: At the end of the course, participants will be able to:

- Design an online lesson and/or course
- Create digital learning materials
- Teach and facilitate online
- Assess online

MODE OF DELIVERY: Teaching and learning will be online using the Moodle platform (facilitated by a 2-person team per module)

TARGET GROUPS:

1. University lecturers
2. College lecturers
3. School teachers
4. Training officers
5. Final year university/college education students
6. Any other interested professionals and school leavers

COURSE STRUCTURE: Four (4) modules, namely IDE101, IDE102, IDE103 and IDE104, taken consecutively.

DURATION: Six (6) weeks (2h per day)

ONLINE TEACHING/LEARNING APPROACHES: Readings, lecture notes, screencasts, videos, audios, discussion, individual activities, group activities

ASSESSMENT: Online assessment at the end of each module. Assessment includes participation in the various online activities proposed.

QUALIFICATION: Certificate in Online Teaching for Educators

COURSE CONTENT

Module 1 (IDE101) Designing and developing online learning courses

In this module, we focus primarily on the design and development of an online course. The module will show participants that planning is essential also for the other phases (implementation and evaluation) that form part of the process of creating online and blended courses. The module introduces participants to related key online learning and teaching aspects. By the end of this module, participants will be familiarised with how to navigate your way around 'Moodle' and to successfully proceed with the rest of the

Module 2 (IDE102) Creating digital learning materials

In this module, participants will learn the process of developing digital learning materials, including preparing learning materials for online teaching and learning, using technologies to create effective digital learning materials and creating an interactive product using appropriate software and authoring tools.

Module 3 (IDE103) Developing online facilitation skills

In this module, participants will define online teaching/learning and identify the differences between online teaching/learning and face-to-face teaching/learning. In addition, they will identify and explain the main features of online teaching/learning. Finally, they will examine the principles of online teaching and learn how to conduct a lesson online.

Module 4 (IDE104) Creating authentic online assessment

In this module, participants will learn how to leverage the resources and tools currently available to them to develop effective formative and summative assessments. Participants will explore ways to create authentic and engaging assessments online and how to provide meaningful and instructive feedback in an efficient and timely manner. In addition, participants will develop strategies for implementing collaborative group projects to help students learn how to work together in an online space.



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