

1. Select a Training Option:

- Review the training options available and select the one that best fits your situation. Most training options are available online; however, not all of them are on-demand and must be scheduled.
- Instructors may produce an “equivalency” in some cases but must be able to verify the training. The training should address both theoretical and practical information on online course design principles and methodologies.

2. Complete the Training Sessions:

- All training should be completed at least 60 days prior to the start of your course. This will allow for at least two months of development and modification time.

3. Approval

- Obtain approval from the Dean or Department Head. Upon successful completion of the training curriculum, and approval of the appropriate supervisor, an official course shell will be generated.

4. Develop the Course:

- Instructors are welcome to use the development stations at the Instructional Technology Development Center (LAC, L-142 and PCC, LL-124) to design their course sites.
- Faculty may participate in the online instructor mentor program. As part of the program, a veteran online instructor at LBCC will be made available to you throughout the development process and into the first semester the course is taught

5. Teach Online:

- At least a month before your course begins, schedule a meeting with the Distance Learning Coordinator to review your course. If you plan on using a course that is hosted by a publisher or other commercial services, please bring the access information and any other necessary materials to this meeting.