# Instructional Technology Foundations

## Description

This course will present methodologies and tools for online teaching and walk you through the fundamentals of AMI pedagogy. You will have the opportunity to collaborate and share teaching strategies with other faculty members in the course.

## Format

This training will be asynchronous and self-paced, and you will have the flexibility to explore and view the essential topics. Live course enhancement sessions will also be provided by Academic Technology Services and low stake quizzes will be administered throughout the course and you will use BeachBoard and BeachBoard tools to access all training materials and submit assessments.

## Learning Outcomes

This program will provide information on transitioning from a traditional class to an alternative mode of instruction and support you in developing critical components of your course. By the end of this training, you will be able to:

1. Apply effective practices in the online, AMI, and face-to-face course design.
2. Select appropriate technology tools for teaching and learning.
3. Utilize technology tools effectively for teaching and learning.
4. Identify key structural elements of online, and AMI courses.
5. Construct quality learning outcomes, assessments, practice activities, and learning content.
6. Align learning outcomes with assessments, practice activities and learning content.
7. Inspect course content for accessibility.
8. Construct interactive and engaging learning content.
9. Measure learners success in the course.

## Time Commitment and Schedule

Completion of this training will take at least 30-35 hours, including attending the course enhancement sessions. Your time commitment will vary based upon your own level of experience with technology and course design.

## Course Topics and Assignments

| Topics | Assignment |
|---|---|
| Getting Started | Quiz |
| Technology | Quiz |
| Design | Quiz |
| Delivery | Quiz |
| Student Success | Quiz |

## Requirements for Completing the Instructional Technology Foundations Program

- Login frequently to the Instructional Technology Foundations course and read the content material.
- Complete the quizzes at the end of each module.
- Attend 3 course enhancement sessions offered by Academic Technology Services (ATS).
- Use the Alternative Mode of Instruction Checklist and apply each standard to your course.
- Use the Course Alignment Blueprint to input 3 full weeks that are aligned.
- Build 2-3 weeks of course modules in your Fall BeachBoard course demonstrating course alignment and your intent for technology usage *(please note: for your convenience the [Online Course Template](#) is available for use).*

## Communication Policy

The announcements item within BeachBoard will be used to post any type of communication. They will appear on the training homepage when you login and/or will be sent to the email associated with your BeachBoard account. Please check the announcement on the home page often, as it will contain important information, updates, changes or clarifications about the Instructional Technology Foundation course. We will respond to your questions within 48 hours, usually sooner, but slower on the weekends. If we do not respond within 48 hours, assume that we did not get your message and please resend it.

For questions about the Instructional Technology Foundation course, please send an email to [ATS-InstructionalDesign@csulb.edu.](mailto:ATS-InstructionalDesign@csulb.edu)

## Netiquette

Netiquette is a term that relates to acceptable conduct in an online environment. For a detailed explanation of proper Netiquette that will be implemented in this training, go to [The Core Rules of](#) [Netiquette](#).

## Special Needs & Accommodations

If you need reasonable modifications, special assistance or accommodations, please email [ATS-](#) [InstructionalDesign@csulb.edu](mailto:InstructionalDesign@csulb.edu).

## Tips for Success

- Block out time in your schedule to do the work.
- If this is your first online learning experience, expect to invest extra time to orient yourself with the training design, technology tools and [BeachBoard features](#).
- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it and assist others when possible.
- Read this syllabus and any other training materials carefully and ask for clarification when needed.

## Technology Requirements

- ❑ PC or Mac (less than 3 years old)
- ❑ Windows 7 or Mac OS X (minimum)
- ❑ Cable or DSL Internet
- ❑ Latest Firefox Browser
- ❑ Latest Google Chrome Browser
- ❑ PDF Reader
- ❑ Word Processing Software (i.e., Word, Pages)
- ❑ Slide Presentation Software (i.e., PowerPoint)
- ❑ Enable Cookies
- ❑ Enable JavaScript
- ❑ Webcam
- ❑ USB Headset (speakers and mic)

## Technology Skills

- ❑ Word Processing
- ❑ Slide Presentation
- ❑ File Management
- ❑ Internet Search
- ❑ Internet Browsing
- ❑ Uploading, Downloading, Installing Files
- ❑ BeachBoard Content and Discussion