



Procedure for Distance Learning Faculty Certification

Contact Academic Instructional Technology and Distance Learning via [e-mail](#)

To begin, departments will need to have Request to Offer a Course via Distance Education Form (in PDF): [dlcrsreq.pdf](#) (available at <http://distance.shsu.edu/dlpol.html>) filled out for each online course.

Each faculty member is to take an HTML course and Blackboard orientation for online courses; ITV training for ITV courses. Enrollment in Blackboard orientation is available by sending an email to blackboard@shsu.edu and requesting to be added to Blackboard 101. In this there is a test that I would like them to take. HTML and ITV training is also available through UCS: <http://www.shsu.edu/administrative/training/calendar.html> If UCS are not currently offering a scheduled course, click software training on an appointment basis and fill out the form (Contact Jacob Spradlin for details). Finally, AITDL has a technology evaluation course review form. This checklist reviews how the technology is used within the class; i.e. interactivity, etc., not a review of the content--that is up to individual departments.

[SHSU Distance Learning](#)