

## **Best Practices for Distance Education Technology Readiness for Faculty**

### **Rationale**

As an essential part of SLOCCCD's commitment to student success in all areas of learning, distance education courses at Cuesta College should provide high quality, innovative instruction that maintains the highest standards and best practices in online teaching and learning.

Instructors who wish to teach online should be proficient in certain basic technology skills in order to assure course quality, and also to assist students with the technology used in content delivery. The following recommendations regarding faculty standards for technology literacy and readiness include:

### **Best Practices Preparation**

Prior to teaching a distance education course at Cuesta College, it is recommended that faculty:

Complete training in technology literacy and readiness skills (such as Computer Services training, DE workshops, coursework, etc.)

**or**

Be able to demonstrate through previous course designs or teaching assignments:

- Work within a standard operating environment
- Manage and manipulate files.
- Use standard word processing application(s)
- Use the Internet
- Upload and manage content in the course learning management system

### **Technology Literacy and Readiness Skills**

As a Best Practice, SLOCCCD recommends that instructors who wish to teach distance education courses should know how to do the following:

1. Work within a standard operating environment (e.g., Windows OS or Mac OS).
2. Manage and manipulate files.
  - Create, use, and (re) name file and folders
  - Organize file formats in folders
  - Use appropriate naming conventions for files and folders
  - Be able to identify types of file formats such as jpg, PDF, rtf
  - Understand file size and the impact large files may have on student access and storage

3. Use standard word processing application(s) (e.g. *Microsoft Word*) and be able to:
  - Maneuver among multiple applications
  - Open and work with more than one application at a time
  - Use document formatting techniques (bullets, numbering, headings)
  - Enter and edit text documents
  - Select and save documents in various file formats (e.g. html, PDF)
  - Insert graphics and tables into a document
  
4. Use the Internet and be able to:
  - Employ a variety of browsers and search engines
  - Locate, open, and download files
  - Save web sites as favorites/bookmarks
  - Understand and use social media and/or communication tools appropriately
  - Find and evaluate information gathered from the Internet based on the criteria of relevance, objectivity, authority, scope, and currency
  - Apply ethical and legal principles to the use of information in all formats and contexts  
*California Digital Literacy Executive Order S-06-09 [www.gov.ca.gov/executive-order/12393](http://www.gov.ca.gov/executive-order/12393)*
  
5. Upload and manage content in the course learning management system
  - Upload, download, and organize files in the file management area
  - Design and edit course content, including the home page
  - Create and edit course modules
  - Post an online course syllabus
  - Set up and use communication tools (such as email, discussion posts, chat rooms, IM, announcements) effectively
  - Use the assessment tool to create specific assessments
  - Post grades
  - Create/Select/Modify course content to provide access to users with disabilities to comply with Section 508 Standards and to adhere to universal design principles