

Faculty Online Training Documentation

Overview

This job aid outlines the process for Faculty to document the training requirements for teaching online in Workday using the Certifications option. This documentation will route to the manager approval.

Adjunct Faculty

Must meet one or more of the following criteria:

- Previous online teaching experience with quality certified by Department Head
- Teaching a course developed by Tarleton faculty with departmental mentoring provided
- Complete the Tarleton Training Course for Online Faculty with departmental mentor support

Full Time Faculty

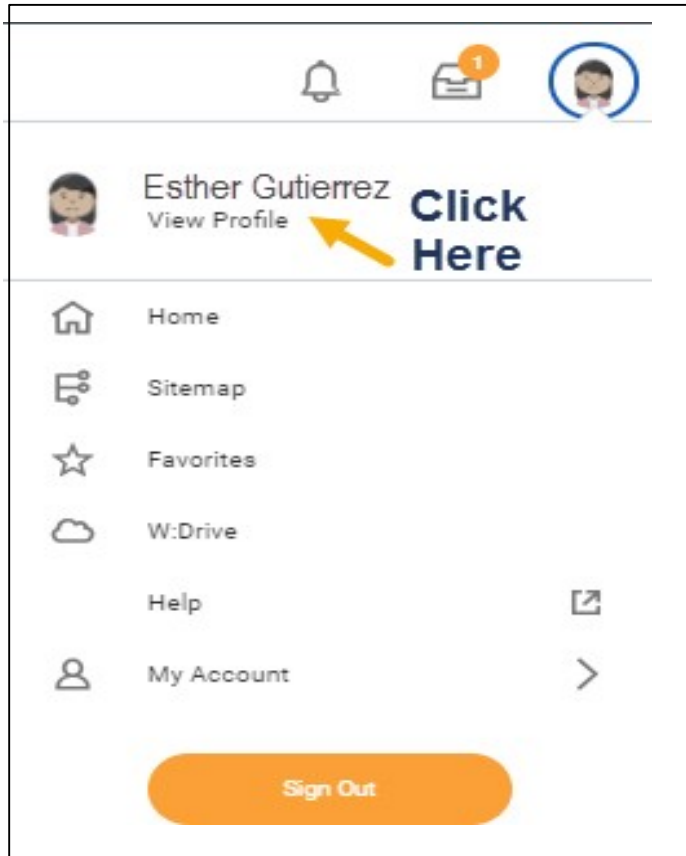
Must meet one or more of the following criteria:

- Attended the following CII Training Sessions (tracked in TrainTraq):
 - 0 Blackboard Essentials
 - 0 Blackboard Gradebook
 - 0 Best Practices for Teaching an Online Course
- Successful completion of the TOOC course on online tools
- Completed the Tarleton Training Course for Online Faculty
- Have participated in an peer course review through CII
- Online teaching certification (Quality Matters, Online Learning Consortium, etc)
- Have previous online teaching experience with quality certified by Department Head

Documentation must be attached in Workday

Steps

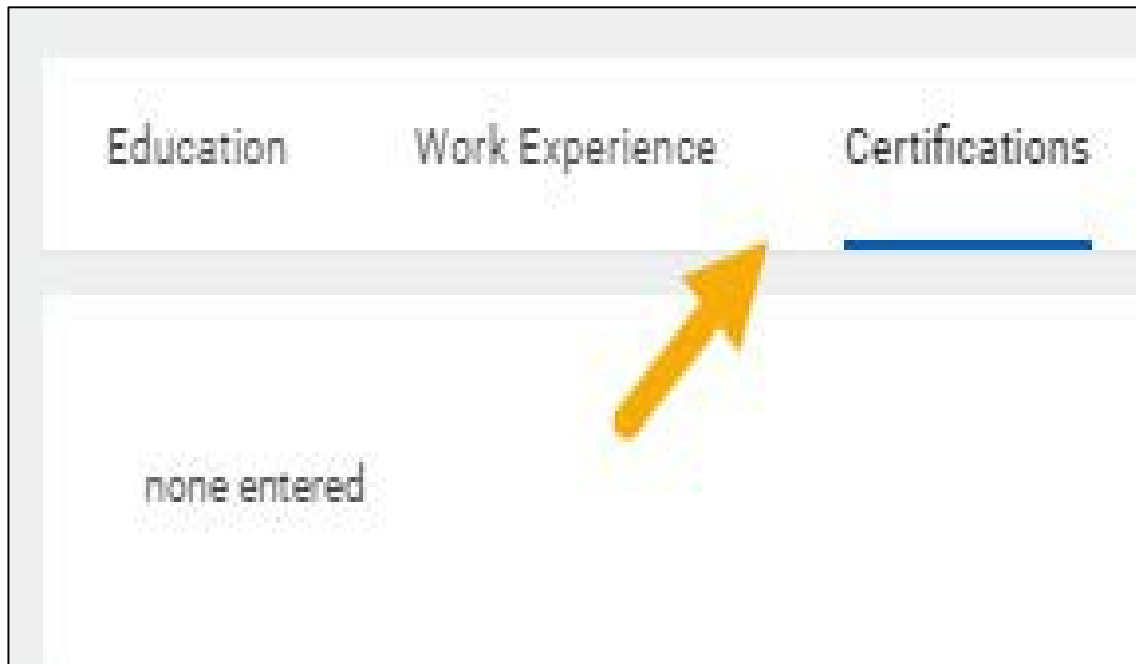
Navigate to your Worker Profile



Select Career

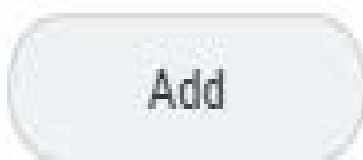


Click the **Certifications** tab




Note: If no certifications have been entered, the words “none entered” will appear

4. Click **Add**



Search for **ONLINE TEACHING CERTIFICATION - CENTER FOR INSTRUCTIONAL INNOVATION.**

Enter the **Issued Date** as appropriate.



Country

Certification *

If you cannot find the certification, check here

Certification Number

Exam Date

Exam Score

Issued Date

Expiration Date

- Search for your documentation to verify your Online Teaching Training (using the guide on the 1st page of this document), upload it under **Attachments**.
- Click **Submit**. The business process is routed to the Manager for approval
- Follow the directions in the To Do Provide Proof of Certification/Licensure and click **Submit**.

Complete To Do Provide Proof of Certification/Licensure

16 second(s) ago - Due 06/16/2018

For	Employee
Overall Process	Manage Certifications: Employee
Overall Status	Successfully Completed
Due Date	06/16/2018
Instructions	Please submit copy of your certification and/or license to your HR representative fi
	Click the SUBMIT button to proceed.

This completes the **Manage Certifications and Licenses** business process.