



Online Course Certification

Quick-Guide

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- Send a request to odees@aamu.edu for a *New Online/Hybrid Course Approval Form*. This form must be signed by all required parties and submitted to the Office of Distance Education & Extended Studies to begin the certification process.

2

- A Course Certification Tool (Google Sheet) will be shared with you by the ODEES office.

3

- Use the Course Certification Tool to guide the development of your course. Request a Blackboard course shell from the Center of Instructional Technology by sending an e-mail to Connie Mack (connie.mack@aamu.edu)

4

- Completely fill in the data needed on the 1st page of the Course Certification Tool. This will include a Standards Setting Review, usually conducted by a program chair or department chair.

5

- Complete a Self-Evaluation of your course and place an "X" next to each box, confirming the presence of that element in your course. As an option, you may share the tool with a colleague for peer review, which allows your course to retain certification for two (2) years.

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- Send an e-mail to cetl.reviewer@gmail.com and state that your course is ready for initial review. Be sure to add abby.learner to your course as instructor.

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- After 5 - 7 business days, check the certification tool for any feedback regarding initial course review and make suggested changes, if any.

8

- Once changes (if any) have been made and an "X" has been placed in each box under the ODEL review column, this indicates that your course has met the requirements to be certified as an online course at Alabama A&M University. CONGRATULATIONS!

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- An official certification letter will be drafted and sent to the course developer, program/department chair, and the university registrar.