The SPC Distance Learning Certification program prepares faculty members to teach online and hybrid classes. The program consists of an online training course in Canvas, plus three face-to-face workshops. Each participant will have a course shell in Canvas to create course content. Distance Learning Certification is required in order to teach online or hybrid courses with Canvas.

**DLC – Distance Learning Certification Program**

The certification program will start with an orientation session the week of June 10th. The program consists of an online course plus an orientation session, three face-to-face workshops, and a Course Readiness Review. Sign up no later than Monday, June 10th.

**To sign up for this training program:**

1. Go to AlamoLearn (via ACES, Employee Tab)
2. Once in AlamoLearn, use the search tool in the upper-right corner and search for DLC
   a. My Account | Log Out | Help
3. At the bottom of the page with the search results, click the program title, DLC – Distance Learning Certification Program
   a. DLC - Distance Learning Certification Program  SPC
4. Then click the orientation link DLC - Orientation and select (Request) a specific date and time to attend the required orientation.
5. Also click each of the three face-to-face workshop titles to select (Request) one specific date and time to attend each workshop.
   a. You must request enrollment in each of the 3 face-to-face workshops.
      - DLC – Design Your Course Shell & Orientation Module
      - DLC – Using Online Communication Tools
      - DLC – Creating Assessments and Assignments
   b. You will receive further instructions at the orientation session.

**Program Schedule:**

1. **Week 1:** Attend an Orientation Session, NTB 112
   - Wednesday, June 12, 12:00pm-1:30pm
   - Thursday, June 13, 2:00pm-3:30pm
   - Thursday, June 13, 4:30pm-6:00pm
   - Start the DLC - Online Course Modules 1-2; Complete Module 1 in the Orientation
2. **Week 2:** Complete Online Modules 2-3 and
   - Attend the workshop: DLC – Design Your Course Shell and Orientation (one of the following)
     o Wednesday, June 19, 2:00-4:00pm, CLR 208
     o Thursday, June 20, 2:00-4:00pm, CLR 208
     o Thursday, June 20, 4:30-6:30pm, CLR 208
3. **Weeks 3-4:** Complete Online Modules 4-5 (4th of July Holiday in Week 4)
4. **Week 5:** Complete Online Modules 6-7 and
   - Attend the workshop DLC – Using Online Communication Tools (one of the following)
     o Wednesday, July 10, 2:00-4:00pm, CLR 208
     o Thursday, July 11, 2:00-4:00pm, CLR 208
     o Thursday, July 11, 4:30-6:30pm, CLR 208
5. **Week 6:** Complete Online Modules 8-9
   - Attend the workshop DLC – Creating Assessments and Assignments (one of the following)
     o Wednesday, July 17, 2:00-4:00pm, CLR 208
     o Thursday, July 18, 2:00-4:00pm, CLR 208
     o Thursday, July 18, 4:30-6:30pm, CLR 208
6. **Week 7:** Complete Online Modules 10-11 and finalize your Sandbox for the Course Readiness Review.
7. **Week 8:** Present at a face-to-face DCL - Course Readiness Review
   - July 29 through August 8 - Schedule your Readiness Review with Rusty Boyd