Faculty Development Course

Registration and Course Access Manual

Academic Affairs

May 2011

Version 1.0
As part of Palm Beach State College's efforts to improve student learning, an online faculty development course has been developed. This manual provides all the information needed about this course, including who is required to participate, information on registration and completion of the course, and compensation for participants required to participate.

The **Faculty Development Course** is taken completely online through the Blackboard Course Management system. Any Windows or Macintosh-based computer should be able to access to course site. You may use your own computer at home, or you may use a computer in one of the College's computer labs, or in the Professional Teaching and Learning Centers at the campuses.

If you have never taken a class online, this is also your opportunity to learn about online learning. It is understood that faculty required to take this class will start at different levels of readiness for distance learning. This manual is designed to make this process as simple as possible, and provide you the flexibility of taking the course at a place and time that best suits your schedule. Once you have signed on to the Blackboard system, you will find many tools and documents to help you navigate through Blackboard. You may find that online learning is very effective and convenient, and decide to pursue teaching online.

**Who Must Participate?**

All adjunct faculty currently employed by Palm Beach State College, or adjunct faculty hired in subsequent terms who are assigned as primary instructors on a credit, college preparatory or PSAV class must participate. If you are not sure if you need to participate, please email Clarisse May at maym@palmbeachstate.edu. Faculty who taught in the 2010-11 Academic year and would like to continue to be considered for future teaching appointments beginning with the Fall 2012 term must complete the course by May 7, 2012.

Others who teach Continuing Education classes, avocational classes, full-time faculty, or those who were not primary instructors on a class may participate, but will not be paid for participation.

**Completion Schedule**

<table>
<thead>
<tr>
<th>Teaching Semester(s)</th>
<th>Need to Complete Course by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught in the Fall 2010, Spring 2011, Summer 2011, Fall 2011 or Spring 2012 Semesters</td>
<td>May 7, 2012</td>
</tr>
<tr>
<td>Summer 2012 (new adjuncts)</td>
<td>August 15, 2012</td>
</tr>
<tr>
<td>Fall 2012 (new adjuncts)</td>
<td>December 20, 2012</td>
</tr>
<tr>
<td>Spring 2013 (new adjuncts)</td>
<td>May 5, 2013</td>
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</tbody>
</table>
Steps to Participate in the Online Course

Step 1 - Register in the Online Course

1. Click on the following link to use the online tool for course registration:

   http://www.palmbeachstate.edu/forms/staff/adjunctevent.asp

Sign in to the registration tool using your Palm Beach State User Name, but attach @pbcc.edu to your username, as in smithj@pbcc.edu if you are using your computer from home. Some part of the Palm Beach State Computer system are still programmed to recognize the old web name. If you are using a computer on campus, then you need just use your username and password such as smithj.

Choose a course section by clicking on the register link. Please note that all sections are identical and self-paced, the date that indicates begin date is the date that the course starts, but you may start the course anytime within the dates given.
When you click on a register link, the screen confirms your registration and an email will be sent to your Palm Beach State College email account.

This part of the registration process alerts Academic Services to add you to the Blackboard Course Management System. You will receive a confirmation email from your course moderator once you have been activated in the Blackboard system, typically within 24 business hours.
Step 2 - Access the Blackboard Website

Once you have been notified by your course moderator that you have been provided access to Blackboard system, please access the Palm Beach State Blackboard web site at https://palmbeachstate.blackboard.com.

1. Click on the "Log in" button and use the same user-ID and password that you use for accessing your College email and EmployeeWeb system. If you do not know or have forgotten your user-id or password, please contact the Palm Beach State College iTAC Helpdesk Center at 561-868-3100 or via email - helpdesk@palmbeachstate.edu.
2. Once you have signed onto Blackboard, please click on the "check browser" link to make sure your computer has the needed browser elements to run Blackboard.
3. On the Course List Screen, you will see a course entitled "Faculty Development - FAC0099" -click on that link.

You now should be within the Blackboard course.
Step 3 - Participate in the Online Course

1. The online faculty development course is divided into learning modules. Click on the Learning Modules bar on the left side of the computer screen. Each course is moderated by an Academic Affairs staff member, who can answer any questions you may have through the course’s built-in email system. The staff member will also monitor your completion of the needed assignments within the course.

2. You will see that the course is divided into four Units. You should start with the Course Orientation and Overview item, which will provide you with an overview on taking courses online and navigating the course. If you are new to online learning through Blackboard, you may also want to view the Blackboard Tutorials provided in the course.
3. Once you have completed the Course Orientation, you may proceed to Unit 1, which provides information about Palm Beach State College, its programs and students.

4. As you work through the units, there are specific assignments and activities that you will need to complete. The syllabus is available within the course.
Step 4 - Complete the Course

Once you have been placed within a course, you have until **May 7, 2012** to complete the course at your own pace if you taught in any term through Spring 2012. If you have not completed the course by April 1, you will receive an email from your course moderator alerting you of any unfinished assignments.

Once you have finished all assignments and quizzes, you will receive an email confirming your completion of the course and if eligible for payment($150.00), the completion will be sent to Human Resources and Payroll for payment processing.

Questions? Please email Clarisse May at maym@palmbeachstate.edu