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 and When?**

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.

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.

New adjunct instructors **must complete the course in their first term teaching** at the College as a primary instructor.
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:

https://www.palmbeachstate.edu/forms/AdjunctDevelopment/login.aspx?ReturnUrl=%2fforms%2fadjunctdevelopment%2f

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.
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.
Dear Clarissa May,

You have successfully sent a notice to register in the Adjunct and Instructor Development session for:

Course: Faculty and Instructor Development 001 - Summer 2017

Start Date: 6/15/2017

End Date: 8/1/2017

Location: Online

When you are granted access to the Blackboard course, you will receive an email from an Academic Services staff member indicating that you have access to the course.

Please see the web page Faculty Development Online Course for more information.

Thank you,

Palm Beach State College
Academic Affairs
**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 the “Browser Check” button to make sure you have the needed system software and plug-ins to run Blackboard.
2. Enter the same user-ID and password that you use for accessing your College email and the EmployeeWeb system. If you do not know or have forgotten your user-id or password, please contact the Palm Beach State College Service Desk at 561-868-3100 or via email - helpdesk@palmbeachstate.edu.

On the Course List Screen, you will see a course entitled "Faculty Development – 001" with the current term you registered -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 Lessons 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.

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 the end date listed in the syllabus to complete all quizzes and assignments. You may check the grade book to see your progress.
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