A hybrid (or fully online) course is not simply recording your lectures and posting them online. Creating a quality hybrid course requires structure, planning, and regular course activities (not just homework problems) so that students are practicing the skills and working with the content of your course. Make sure you plan at least one activity per week to keep students engaged with the content.

Take the online readiness survey at www.calstatela.edu/cetl/road-hybrid to assess your readiness for teaching hybrid/online.

Ensure that the course proposal form has been approved for the hybrid mode of delivery. Any course that offers between 25% - 99% of course content online rather than face-to-face must be approved for hybrid delivery.

Consult with your department chair about offering a hybrid section of the course.

Learn how to leverage Moodle and other educational technology tools for the hybrid course. Complete the CETL Technology Enhanced Certificate Holder (T.E.C.H.) program by completing 3 core Moodle workshops, and 3 elective workshops. See http://www.calstatela.edu/cetl/workshops for more information. (see back for workshop descriptions)

Once you become a CETL T.E.C.H., you qualify for a Quality Matters (QM) or Quality Online Learning & Teaching (QOLT) workshop stipend. Complete one fully online workshop, which allows you to become a student in the online environment while learning about online teaching best practices. Contact CETL for more information on taking a QOLT or QM workshop.

Request the Moodle template. As a CETL T.E.C.H., you can request access to the CETL Moodle template which will help structure your hybrid course.

Address universal design for learning (UDL) standards. Ensure all course content is accessible to all students (i.e., all videos are captioned; all images have alt tags; all Word docs, PowerPoint slides, and PDFs are accessible).

Structure your hybrid course accordingly. Remember to develop challenging and engaging content for both face-to-face, and online portions of the course. A great resource is Caulfield’s How to Design and Teach a Hybrid Course, available as an eBook in our own library’s collection.

For more information on CETL’s Road to Hybrid, visit www.calstatela.edu/cetl/road-hybrid
CETL Technology Enhanced Certificate Holder (T.E.C.H.) Program

**Required Core Workshops**

Three core workshops focus on essential instructor skills in the Moodle learning management system:

1. Getting Started with Moodle
2. Online Activities and Assignments
3. Moodle Gradebook

**Elective Workshops**

Dive deeper into specific tools and techniques with the following elective workshops. Complete *at least three* elective workshops:

- **Leveraging Multimedia** – *Strongly recommended for those teaching online/hybrid.* This workshop covers how to utilize videos, open educational resources (OERs), and Library Database materials into your course.

- **Moodle Quiz Building** – If your course utilizes a lot of publisher test banks for quizzes, this workshops will cover how to import your formatted quiz documents into your Moodle course using Repondus.

- **Live with Your Students Online** – If you plan to offer online office hours, hold synchronous online meetings, or start a chat session the night before the midterm, this workshop covers how to use Zoom for video conferencing.

- **Flip a Lecture** – If you plan to record your own lecture videos, record yourself solving problems with narration, or want to narrate over PowerPoint slides, this workshop will cover how to use Camtasia to create lecture content for your students.

- **Academic Integrity** – If your course contains many written assignments and you are concerned about plagiarism, this workshop covers how to use Turnitin in Moodle to create a proactive strategy to help ensure academic integrity.