

FAQs for Preparing to Teach Online at UH

1. What is the Preparing to Teach Online at UH Module?

- The Preparing to Teach Online at UH Module was designed to assist faculty and staff in learning about various concepts, tools, and best practices for online course design, development, and delivery. Faculty and staff will also be reviewing regulations, UH policies and procedures as it relates to online teaching as well as creating the first draft of a course map that can be applied to their online course.

2. Who can participate in this online module?

- All UH faculty or staff are welcome to register! Note that at this time, those external to UH are not able to access the module. This online learning is tailored towards those:
 - interested in teaching or improving their online courses
 - teaching UH Online Accelerated (5-week) courses
 - interested in the research and best practices of online teaching and learning.

3. Why do I have to log into my [Google@UH](#) Account to register for the online module?

- The Preparing to Teach Online at UH Registration Form is currently limited to UH faculty and staff at this time. Login is necessary so that we can not only confirm your status, but also forward you the module access information.

4. How do I access the online module after I register?

- After submitting the registration form, you should have received a confirmation email with the subject line “**Preparing to Teach Online at UH module access**” containing the module access link. We recommend bookmarking this link so you can revisit the module at any time. If you cannot find the module access email, please take a look at our [PTTO/SCORM Cloud Technical Tutorial](#) document for support or contact us at uhoic@hawaii.edu.

5. What can I do if I do not agree with the Terms and Conditions for accessing the module?

- Please contact us at uhoic@hawaii.edu and we will provide you with an alternative option to access the module. Note that your content progress will not be saved with the alternative access option. Accessing the module through the alternative access option will not affect your

completion of the module. Module completion is evidenced by the completion of assignments and not content progress.

6. How long will this online module take?

- This self-paced module is estimated to take 5 hours to complete. If participants choose to focus more in certain content areas or assignments, it may take longer.

7. Will someone be available to help me while I am taking the Preparing to Teach Online at UH (PTTO) module?

- Yes! The UH Online Innovation Center (UHOIC) is available for faculty/staff to make appointments with an instructional designer (ID). Schedule a consultation appointment through the [UHOIC website](#).
- During the spring semester, 1-hour PTTO synchronous sessions (5 sessions bi-weekly beginning in late January/early February) are scheduled to provide guidance and support to faculty and staff taking the online module.
- Note that our UHOIC instructional designers are mainly focused on the [UH Online Professional Development Program: Reimagining Online Learning](#) during May - July. Therefore, any assignment reviews or consulting may potentially be delayed during this time period.

8. Is there a deadline to complete the course?

- This course does not have any formal deadlines to follow, as this online module is self-paced. You may receive reminder emails from us on occasion to check-in on your progress to support your completion.

9. Will I receive any type of completion verification when I finish the module?

- Once all content and assignments are completed, submitted, and verified, you will receive a certificate of completion that could potentially be used for your professional development portfolio or CV.

10. Does the online module save my progress?

- Yes, the PTTO module is using a solution called SCORM Cloud that allows you to save your progress through the module and return back to it at any time. Note, however, that module completion is evidenced by the completion of assignments (not content progress), which may include utilizing third-party tools (be sure to read through the terms of service). Keep in mind that you will need to continue to use the module access link received in your email to retrieve your saved content progress.