



Online Course Certification Quick-Guide

1

- Submit the *New Online/Hybrid Course Approval Form* which is available on our webpage or through the Laserfish application.

2

- A Course Certification Tool will be shared with you by the ODEES office.

3

- Use the Course Certification Tool to guide the development of your course. A course may be built inside of any previously utilized course shell in Blackboard.

4

- Completely fill in the data needed on the 1st page of the Course Certification Tool. This will include a Standards Setting Review, usually conducted by a program chair or department chair.

5

- Complete the 2nd page which includes a Self-Evaluation of your course and place an "X" next to each box, confirming the presence of that element in your course.

6

- Send an e-mail to odees@aamu.edu and state that your course is ready for initial review. Be sure to add abby.learner to your course is directed in the certification tool.

7

- After 5 - 7 business days, check the certification tool for any feedback regarding initial course review and make suggested changes, if any.

8

- Once changes (if any) have been made and an "X" has been placed in each box under the ODEL review column, this indicates that your course has met the requirements to be certified as an online course at Alabama A&M University. CONGRATULATIONS!

9

- An official certification letter will be drafted and sent to the course developer, program/department chair, and will be listed in the Certified Courses listing maintained by the ODEESIT.