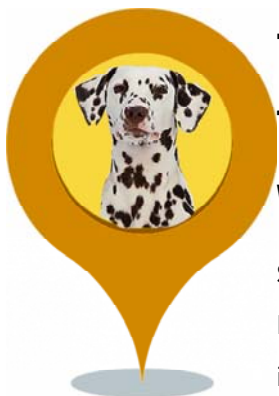


Mt. San Antonio College



This is the SPOT, Mt. SAC's certification for online teaching!

Welcome to the journey...

SPOT, or Skills and Pedagogy for Online Teaching is the certification process for Mt. SAC faculty who wish to teach courses online. Faculty members develop a basis in the skills and pedagogy needed for effective online teaching, and demonstrate their knowledge through the completion of tasks in the certification process.

Why complete SPOT?

SPOT certification is a requirement for all Mt. SAC instructors who wish to teach Distance Learning (online or hybrid) courses.

How to Complete SPOT

- SPOT is an ongoing, self-paced course. The start and end date is up to you.
- SPOT training is conducted in Moodlerooms.
- **Prerequisites:** Moodlerooms Basics Training. Either the in-person MR1 & MR2 workshops OR the MR Basics Online workshop must be completed before enrolling in SPOT.
 - For more information on LMS training follow this link:
[link:/instruction/learning/olsc/moodlerooms/mtsac_mr_workshops.html](http://instruction/learning/olsc/moodlerooms/mtsac_mr_workshops.html)
(/instruction/learning/olsc/moodlerooms/mtsac_mr_workshops.html)
- Must have and use a Mt. SAC email account.

Getting Set Up in SPOT

- Register for SPOT by completing two tasks: (<http://mtsac.edu/pod/>)
 1. Sign up through POD (<http://mtsac.edu/pod/>).
 - On POD's workshop calendar, look for SPOT. It is usually near the first or last day of the month, but enrollment is ongoing and does not have to start on this date.

- Click the link to register; you will be required to log in using your Mt. SAC login credentials.
 - Follow instructions provided in the SPOT link on POD to register with the SPOT facilitators.
2. Fill out the following form and click submit.

SPOT Registration

Please fill out this form in order to register for the Skills and Pedagogy for Online Teaching (SPOT) certification course. Once registered, information will be emailed to you. If you have not heard from your distance learning coordinators within 5 days, please email sweatherilt@mtsac.edu.

Date Requested *



Last Name *

First Name *

Middle Name

Portal Username *

Mt. SAC email *

Department *

Division *



What is your "A" Number? *

Your A Number is available in the portal under the employee tab.

Initial Enrollment in SPOT

1. Your enrollment in SPOT will include three elements:
 - You will be enrolled as a student in the course **"Skills & Pedagogy for Online Teaching (SPOT)"** - where you will read and submit all tasks.

- You will be enrolled in Moodlerooms as an instructor in your own personal course with **"CERT"** in title. You will create tasks and communicate with your SPOT verifier through this course.
- A SPOT Faculty Verifier will be assigned to you for the duration of the SPOT process.

During the SPOT Course

- You will independently read and perform many tasks to prepare you for teaching a Distance Learning course.
- Each task will be verified by your SPOT Faculty Verifier
 - Note: Faculty Verifiers are not required to verify during the intersessions. You can still complete Tasks during the intersessions, but your verifier may not check them until the regular semester begins.
- When all tasks are completed, you will receive a SPOT certificate from the Distance Learning Faculty Coordinators.

If you have more questions about the SPOT process, the additional requirements to teach an online or hybrid course at Mt. SAC, or other questions related to Distance Learning, feel free to contact your Distance Learning Faculty Coordinators:

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Mary Johnson	(909) 274-6369	6-262	mtjohnson@mtsac.edu (mailto:mtjohnson@mtsac.edu)
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