# Instructions for Completing the DL Amendment Form in 5 Easy Steps!

1. Download the most updated DL Amendment form which includes the new template language:
2. Complete the cover page with course title, units, faculty developer, department approval, new/revised etc.
3. Review **Table 1 DL Course Components and Delivery Methods.** This form was recently revised by the Distance Learning Committee (DLC) and contains common delivery methods appropriate for online courses and uses language to support regular and effective contact. You may use any of the modes from the Table 1 template which closely match the methods used in the course. You may also add methods unique to the courses in the highlighted area at the end of the table. Ex. LAB for laboratory courses if appropriate, FT for field trips, etc.
4. Go to WebCMS and view the **most updated version** of the course. Use the topical outline from the course to design **Table 2. DL Course Weekly Schedule of Activities**
5. Create the DL Course Weekly Schedule using the topical outline from WebCMS and the methods from Table 1. Topics MUST match exactly!
   * WEEK 1 and WEEK 16 have been completed for you.
   * For WEEKS 2 – 15, enter the topical outline in column 2.
   * In Column 3, enter a brief description of pedagogy used in the traditional course.
   * In Column 4, design the DL course using the methods from Table 1.
   * Include the estimated time for each method in column 5. Note that hours must be appropriate for the number of units, e.g. 1 unit = 3 hours so a 3-unit course will average about 9 hours/wk, a 4-unit course, 12 hours/wk, etc.

An Example Dl Amendment Form has been included to help guide you.

**NEED HELP?**

Contact the DL Faculty Coordinator

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