

MCC's Process for Teaching Online, Blended, Blendsync, or Hyflex Courses

Introduction

All instructors interested in teaching Online, Blended, Blendsync, or Hyflex courses at MCC would need to follow these steps:

1. Complete Brightspace Mechanics (both the Brightspace Basics and Brightspace Plus modules).
2. Complete *Teaching Online: Fundamentals*.
3. Begin developing the course within Brightspace.*
4. When at least 50% of the content is added to the to the course shell, complete pages 1-2 of the PGP and email it to the Center for Teaching and Learning (CTL). There is an Email Form button on the PGP. If the button is not working, email the form to online@mclennan.edu.
5. CTL will complete page 3 of the PGP and send it to the department/division chair.
6. The department/division chair will complete the top half of page 4 and email the form back to the CTL and email the form to the appropriate dean.
7. The dean will complete the bottom half of page 4 and email the form back to the CTL.
8. The dean or the CTL will notify the instructor when the PGP has been fully approved. The instructor should review all comments and feedback provided on the PGP and make any adjustments to the course, as needed.
9. The instructor should not teach an Online, Blended, Blendsync, or Hyflex course until they have completed *Teaching Online: Fundamentals* and had the PGP fully approved for that course**

*If this is the first time this course has been taught in the Online, Blended, Blendsync, or Hyflex format, the appropriate form must be submitted to Instructional Council first. Once Instructional Council has approved the delivery method for the course number, the course development and PGP process can begin.

**If the instructor is using a course shell that has already been approved in a given delivery method, the instructor needs to digitally complete an "Additional Approved Instructors Addendum" and [email it to the CTL](#).