**Faculty Readiness to Teach Online**

**If you are using or adapting this instrument, please cite**

[Martin, F., Budhrani, K., & Wang, C. (2019).](https://olj.onlinelearningconsortium.org/index.php/olj/article/view/1555)   Examining Faculty Perception of their Readiness to Teach Online, Online Learning Journal, 23(3), 97-119.

1. Rate how **important these competencies are for online teaching** in your opinion. Use the following scale to answer these questions accordingly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Not Important at all | Not Important | Somewhat Important | Important | Very Important |

**Course Design**

* Create an online course orientation (e.g.introduction, getting started)
* Write measurable learning objectives
* Design learning activities that provide students opportunities for interaction (e.g. discussion forums, wikis).
* Organize instructional materials into modules or units.
* Create instructional videos (e.g. lecture video, demonstrations, video tutorials)
* Use different teaching methods in the online environment (e.g. brainstorming, collaborative activities, discussions, presentations)
* Create online quizzes and tests
* Create online assignments
* Manage grades online

**Course Communication**

* Send announcements / email reminders to course participants
* Create and moderate discussion forums
* Use email to communicate with the learners
* Respond to student questions promptly (e.g. 24 to 48 hours)
* Provide feedback on assignments (e.g. 7 days from submission)
* Use synchronous web conferencing tools (eg. Adobe Connect, Webex, Blackboard Collaborate, Skype)
* Communicate expectations about student behavior (e.g. netiquette)
* Communicate compliance regarding academic integrity policies
* Apply copyright law and Fair Use guidelines when using copyrighted materials
* Apply accessibility policies to accommodate student needs

**Time Management**

* Schedule time to design the course prior to delivery (e.g. a semester before delivery)
* Schedule weekly hours to facilitate the online course
* Use features in Learning Management System in order to manage time (e.g. online grading, rubrics, speedgrader, calendar)
* Use facilitation strategies to manage time spent on course (e.g. discussion board moderators, collective feedback, grading scales)
* Spend weekly hours to grade assignments
* Allocate time to learn about new strategies or tools

**Technical**

* Complete basic computer operations (e.g. creating and editing documents, managing files and folders)
* Navigate within the course in the Learning Management System (e.g. Moodle, Canvas, Blackboard etc.)
* Use course roster in the Learning Management System to set up teams/groups
* Use online collaborative tools (e.g. Google Drive, Dropbox)
* Create and edit videos (e.g. iMovie, Movie Maker, Kaltura)
* Share open educational resources (e.g. learning websites, web resources, games and simulations)
* Access online help desk/resources for assistance

2. Rate **how well you are able to accomplish the following competencies**. Use the following scale to answer these questions accordingly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 2 | 3 | 4 |
| I cannot do it at all | I cannot do it | Maybe I can do it | I can do it | I can do it well |

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**Which types of support helped you while preparing to teach online? (Check all that apply)**

* Professional development workshops / training / webinars
* One-on-one consultation with instructional designers
* Seeking advice from online learning experts
* Faculty / peer mentoring
* Accessing web resources or tutorials for teaching online
* Using instructional videos or other documentation (handbook) on the learning platform
* Online help-desk or support
* Student teaching assistants

Other :

|  |
| --- |
|  |

**What type of support would you have liked to have while preparing to teach online?**

|  |
| --- |
|  |

**Demographics**

**Gender**

Male

Female

Other

Prefer not to answer

**Age in Years**

|  |
| --- |
|  |

**Country**

|  |
| --- |
|  |

**University/College**

|  |
| --- |
|  |

**Academic Discipline**

Agriculture/Natural Resources

Arts

Sciences

Business

Education

Engineering/Applied Science

Health Sciences

Law

Medicine

Architecture

**Years of Teaching**

0

1-5

6-10

11-15

More than 15

**Years of  teaching online**

0

1-5

6-10

11-15

More than 15

**Does your university/college require you to complete an online training before you teach an online course?**

Yes

No

**Academic Rank**

Full Professor

Associate Professor

Assistant Professor

Full time Lecturer

Part time Lecturer

Clinical Faculty

Visiting Faculty

Instructor

**Primary Online Method of Teaching**

Asynchronous Online

Synchronous Online

Hybrid/Blended

Face to face

**At what level do you teach?**

Undergraduate

Masters

Doctorate

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Thank you for taking the time to complete this survey. We appreciate your assistance with our research project.