Registration for the Online Methodology Course

Basic info about the Course

This course is designed to provide training to those who wish to serve as online instructors or course developers for WHRO Education's Online Student Courses or for their own school or division. The experience of many online schools has shown that online instructors need a special set of skills to be effective, and that developers of online courses need a deep understanding of those same skills. By working through the tasks of this course, you will come to appreciate the important differences between traditional face-to-face instruction and online instruction, and you will begin the process of acquiring this special set of teaching techniques.
Source: WHRO Education Online Professional Development
Type: Online
Location: Online
Times: Anytime
Credit: 60 re-certification points (3 graduate credits through James Madison University are available for extra cost after start of course-enrollment instructions will be sent to you by the facilitator)
Audience: Teachers interested in becoming online instructors or course developers
C.I.I. Certificate: Interdisciplinary
Prerequisite: Requires a computer that's connected to the Internet, an email account, a current version of a Web browser, a handful of plug-ins. Requires a basic knowledge of the computer to include word processing, browsing the Internet, use of electronic mail and specifically how to attach documents in email, as most of the assignments will be submitted in this way.
Syllabus:
http://www.whro.org/cii/documents/courses/syllabus/onlinemethodology_syllabus.pdf
Dates: Note dates below. (There is a self paced orientation that will be available starting each Wed prior to the start date listed below.)
Cost:
C.I.I. Member-List Price: ~~$520.00~~
Special Price: $395.00
C.I.I. Service Participant-List Price: ~~$520.00~~
Special Price: $395.00
Non-C.I.I. Members-List Price: ~~$520.00~~
Special Price: $395.00

Spring 2013

Course Number	SRN	Course Title	Course Start Date	Course End Date
AKINST500.25	2013111550025	Online Teaching Methodology	3/25/2013	5/12/2013
AKINST500.26	2013111550026	Online Teaching Methodology	5/27/2013	6/30/2013

Online Teaching Methodology Course Graduate Credit Information ~ AKINST500

Thank you for your interest in the Online Teaching Methodology Course.

Graduate Credit Info: This course has been approved for 3 graduate credits through James Madison University at $90/credit + $20 application fee = $290. You are responsible for the entire cost of the graduate credit.

How to Apply for Graduate Credit: In order to receive JMU graduate credit for this course, YOU MUST complete the registration instructions below before the last day of your course.

For all students, please read the entire set of directions before starting your graduate credit registrations.

Please use the following instructions to register for graduate credit from JMU:
1. Go to www.jmu.edu/outreach.

2. Select "Apply Online Now". Follow the steps, beginning with creating an account (Apply online > Create Your Account)

Use the id and password you create to access the online application (Application Instructions)

3. After completion of the application (use the data in the table below, as needed), you will submit and pay the non-refundable $20 non-degree seeking student application fee. Upon successful submission, you will receive an e-sponse confirming receipt.

4. **Once the application has been processed, you will automatically be registered and billed for the course you indicate on your application.** You will receive an email prompting you to activate your e-id in the accounts portal. This step is extremely important! Be sure to save the e-id and password you will create. This e-id and password will be used to gain access to e-campus, Webmail and Blackboard if needed.

Billing for this course will be issued through JMU webmail. Online tuition payment can be made through accessing e-campus.

Note: Because registration for graduate credit for the Methodology course occurs near the end of the course, there will not be an opportunity to withdraw from registration or receive a refund of tuition or application fee payments for this course.

Course Number	Course Title	Graduate Credits	Course Start Date	Course End Date	Deadline to Apply
AKINST500.24	Online Teaching Methodology	3 ($90/credit + $20 application fee = $290)	3/25/2013	5/12/2013	5/12/2013
AKINST500.25	Online Teaching Methodology	3 ($90/credit + $20 application fee = $290)	5/27/2013	7/14/2013	7/14/2013

Transcripts: JMU doesn't automatically mail transcripts to all students when a course is complete. Once your grade is posted, you may request a transcript. This may take up to 2 weeks after the last day of the course for processing (you can log into the JMU system to see if your grade has been posted.) There's no fee for transcripts.

To request a transcript, just go to the registrar's website and www.jmu.edu/registrar, and click on "Transcript Request."

Questions: If you have any questions, please contact Annie Gilstrap (annie.gilstrap@whro.org) immediately. Thanks again for your participation in the Online Teaching Methodology Course! If you are ready to take another course, you can find our course offerings here. http://www.whro.org/cii/onlinepd.asp

How to Register in the Online Registration System

Go to http://www.whro.org/cii

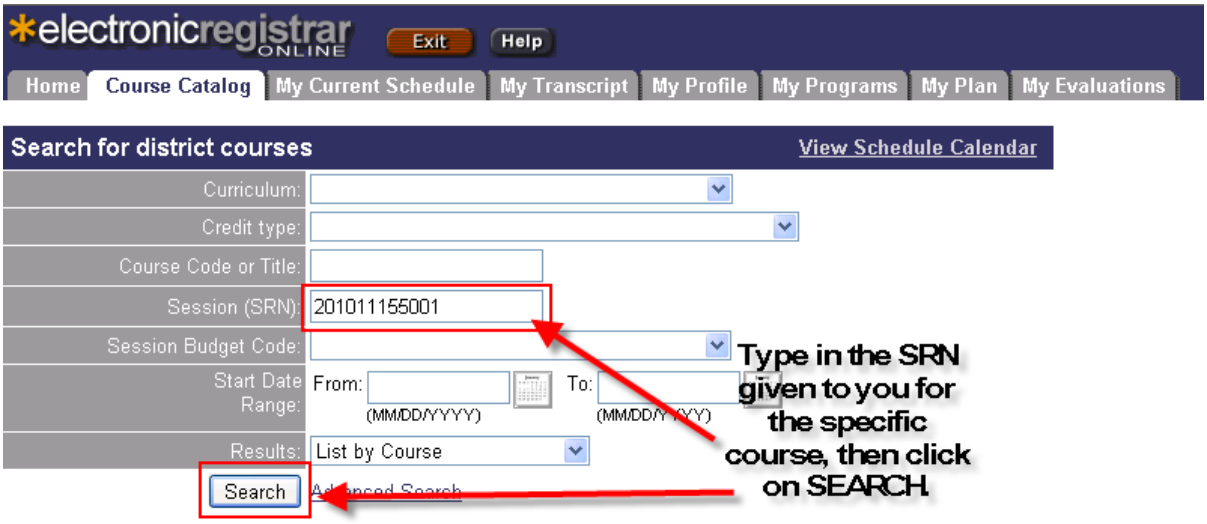
Click on "Register Online Now"

CLICK ON NEW USER OR EXISTING USER (if you are not sure, you can send an email to interactive@whro.org)

New User

1. Click "browse the public catalog." **Accept** Terms and Conditions.
Click on the **Course Catalog Tab**.

2. You can do many variations of **searches**. Quick way to **see all courses** is to click on "search" without any criteria. You can copy and paste the SRN number directly into the SRN field to find the course.



3. Once you find the class, click on Register/Request Enrollment. You will be asked what type of credit you want. You will need to know if you are a C.I.I. Member, C.I.I. Service Participant or a Non-Member. Go to http://www.whro.org/cii/roster.asp. If your school or school division is listed, then you can follow the C.I.I. Member or C.I.I. Services pricing.

4. You will then have to create a profile. The following are the standards for some of the fields.
User ID: birth date (MMDD) + last 4 digits of SSN - (example-12141234)
PIN: last four digits of home telephone (or cell) - (example - 1234)
Tip/Note: When trying to select your location, the listing is of division/school. Type in the first letter of your division, and then scroll down to the appropriate school within your division. Private Schools are listed as Independent for the division. If your school is not there, please send your school information to annie.gilstrap@whro.org so that it can be added to the system.

Profile Creation: This only has to be done once. Once you create a profile and want to log back into the system, login your User ID, and PIN.

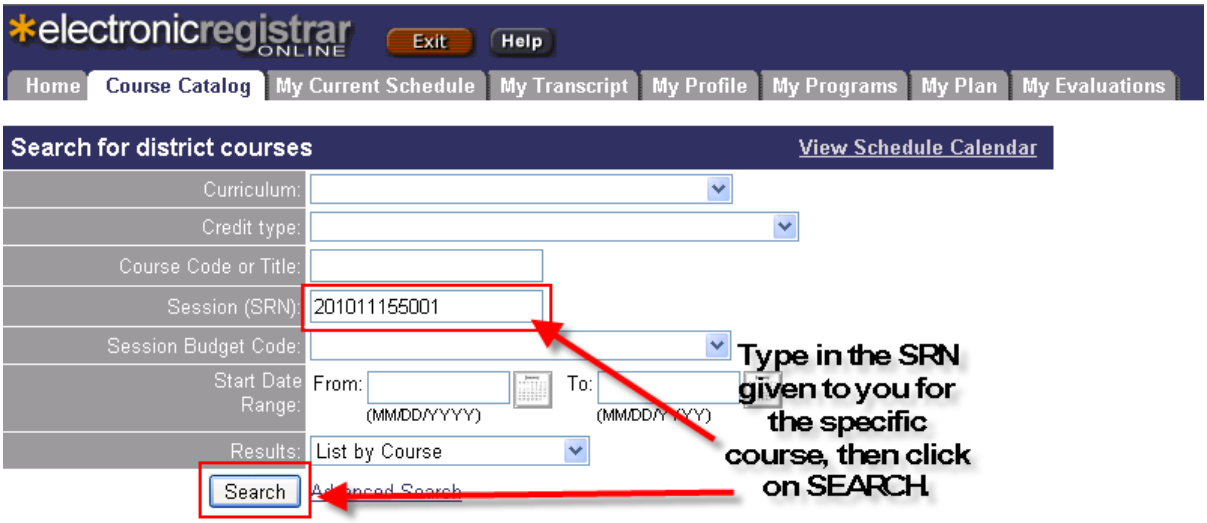
5. Once you have finished the process, you will receive an **email confirmation**.

Existing User

1. Login to the system **using your UserID and PIN** that you created when you created your profile.

User ID: birth date (MMDD) + last 4 digits of SSN - (example-12141234)
PIN: last four digits of home telephone (or cell) - (example - 1234)

2. You can do many variations of **searches.** Quick way to **see all courses** is to click on "search" without any criteria. You can copy and paste the SRN number directly into the SRN field to find the course.



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Course Registration Tutorial

You can also watch the video tutorial found here. http://www.whro.org/cii/regtutorial.asp

Registration Questions:

PAYMENT INFO: Please pay within the online registration system through PayPal. Once you have registered for the course, a PayPal button will appear, or click on **MY CURRENT SCHEDULE** then **$ View Unpaid Courses**. You will see a button **"PayPal Click here to pay."** If you have a PayPal account you can login. If you would rather pay by credit card, that option is on the left. You can find payment info with screen shots here. http://www.whro.org/cii/documents/courses/participants/PAYMENT_INFO.pdf **Payment is due the Tuesday (midnight Eastern Time) before the start date.**

What are the cancellation policies?

1) **Refunds for Dropped Courses**
If a learner drops a course the **Wednesday before the start date** (midnight Eastern Time), a refund for the full price (100%) will be applied to the method (credit card or Purchase Order) used to pay for the enrollment. If a learner drops a course within the **first seven days** (midnight Eastern Time) of the course start date, a refund of 80% will be applied to the method used to pay for the enrollment. No refunds will be granted after the seventh day of the start of a Virginia's Community of Anytime Knowledge course. Written notification needs to be sent to info@anytimeknowledge.org.

2) **Refunds for Cancelled Courses**
If Virginia's Community of Anytime Knowledge cancels a course, the full price of the course will be applied to the method (credit card or Purchase Order) used to pay for the enrollment. The refund will be processed without any additional action from the learner.

Payment questions? Please contact Angela Franklin at info@anytimeknowledge.org or 866.559.2353.

Cost of this course: - 60hr

-**C.I.I. Member**-	List Price: ~~$520~~
	Special Price: $395
-**C.I.I. Service Participant** -	List Price: ~~$520~~
	Special Price: $395
-**Non-C.I.I. Members** -	List Price: ~~$520~~
	Special Price: $395

Are you a C.I.I. Member? If your school or division is listed here http://www.whro.org/cii/ciimembers.asp, you are considered a **C.I.I. Member**.

Are you a C.I.I. Service Participant? If your school or division is listed here http://www.whro.org/cii/servicespart.asp, you are considered a **C.I.I. Service Participant**.

How do I get started with my online WHRO Education Online Professional Development course?

1) **Work Email Address.** Make sure that your profile includes your work email address. If it does not, please send your work email address to Angela Franklin at info@anytimeknowledge.org.

2) **Welcome Letter.** You will receive a welcome letter from the instructor a couple of days prior to the start of class. The welcome letter will include the URL, your login and password to enter the site. Please contact Angela Franklin at 866.559.2353 or info@anytimeknowledge.org if you have not received your welcome letter prior to the start date.

3) **Login to the Course.** You will have access to your course a couple of days before it starts. To access course, go to http://whro.desire2learn.com. Login on the left-hand side with your username and password that was provided in the welcome letter. Scroll down to the "Professional Development" section. You should see the current year, and then a link to the course you are registered for. You can find login info with screen shots here. http://www.whro.org/cii/documents/courses/participants/login_instructions_for_D2L.pdf

4) **Grades, Evaluations, and Certificate of Completion.** Once the course ends, the instructor will post your grade within D2L. They will also post it within the online registration system. Once you receive an email noting that you have attended the course, the evaluation for the course will be made available under the **My Evaluations Tab.** Once you fill out the online evaluation, your certificate of completion will be made available. You will be able to view the certificate under the **My Transcript Tab.** Make sure you change the page orientation from portrait to landscape, and then you can print the certificate for your records. You can find the evaluation and certificate info here.
http://www.whro.org/cii/documents/courses/participants/ONLINE_EVALUATION_CERTIFICATE.pdf

PROBLEMS with logging in or getting registered?
Contact the C.I.I. Offices at 866.559.2353 or info@anytimeknowledge.org.