

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

All instructors interested in teaching Online, Blended 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 (TOF).**
 - a. **For Hyflex** – Instructor must also take the following additional courses: **Hyflex Fundamentals, Yuja Video, Zoom Advanced or MS Teams.**
3. **Develop a course in Brightspace** - When at least 50% of the content is added to the course shell, complete the **instructor portion** of the [Principles of Good Practice \(PGP\)](#) within SoftDocs. IDI prefers this to be submitted 1-2 months prior to the course being taught, giving us enough time to review the course properly. (*)
4. CTL will complete the **Design and Technical Review portion** of the PGP. It will then go to the department/division chair.
5. The division chair/program director will complete the **Pedagogical Review portion.** It will then go to the appropriate dean.
6. The dean will complete the **Administrative Review portion.**
7. SoftDocs will email updates to the instructor after each step.
 - a. **If not fully approved**, the instructor **should review all comments and feedback provided on the PGP** and make any adjustments to the course, as needed and resubmit.
 - b. **If fully approved**, the instructor should download the PGP as a PDF file for their records.
8. The instructor should not teach an Online, Blended 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, or Hyflex format, the instructional method must be submitted and approved by Instructional Council. Once Instructional Council has approved the delivery method for the course, 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 will still need to complete steps 1 and 2. In lieu of the PGP, the “[Additional Approved Instructors Addendum](#)” should be complete instead and emailed to online@mclennan.edu.