# " "Improving Your Online Course

# Online Facilitator Parameters

**The term of this document is for one year. Online Facilitators are expected to participate in an annual update and contract renewal.**

The Improving Your Online Course (IYOC) online workshop is designed for faculty who wish to learn about QM and improve their online or blended courses. In the IYOC Online Facilitator Certification course, you will learn how to facilitate the online IYOC workshop including preparation, navigation, management, and assessment. Upon successful completion of the IYOC Online Facilitator Certification course, with a current IYOC training license held by your institution, you can offer this workshop as an Independent Facilitator for your institution using the QM-hosted IYOC workshop site in QM™s Moodle LMS.

The materials in the Online Facilitator Certification are proprietary to MarylandOnline, Inc. (MarylandOnline) and contain information that is treated as confidential by Quality Matters and MarylandOnline. For the purposes of the workshop you facilitate, and only on behalf of your institution which must be a QM member with the appropriate non-exclusive and non-transferable license and training license, Quality Matters grants you access and use of the workshop version of the Quality Matters Rubric and other workshop materials. The participant is expressly prohibited from copying, duplicating, or distributing the Quality Matters workshop materials without written permission from Quality Matters (this includes posting the Syllabus online).

Signing this document indicates your acceptance of the following parameters:

1. Facilitator for the online IYOC workshop will be an active QM Certified IYOC Online Facilitator.
2. Use the Quality Matters-provided IYOC course site and content to facilitate the workshop using the QM-hosted Moodle learning management system.
3. Request IYOC workshop sessions through MyQM with at least 10 working days of notice (14 days total).
4. Actively engage with participants by meeting all of the Facilitator responsibilities listed in the “IYOC Facilitator Guide.” The file is located in the final module of the IYOC site in Moodle.
5. Must pay a $25.00 technology fee per enrolled participant (each participant’s QM Coordinator will be billed).
6. Meet any institutionally-specific objectives outside of the QM-hosted workshop site.
7. Deliver the QM-hosted workshop in its entirety. (Supplemental information specific to an institution can be added using the institution’s technology.)
8. The workshop is designed to be delivered in two weeks. Include the desired ending date in the End Date when Requesting the Session.
9. Cap the online version at 20 participants per session. Multiple sessions must be requested to accommodate more than 20 participants. Minimum number of participants per session is 6 participants.
10. In the event your institution fails to maintain its subscription to Quality Matters with a training license for the IYOC, cease all training and return all materials to Quality Matters (institution will be invoiced $3,000.00 if a workshop is held).
11. Must complete rosters in MyQM upon completion of workshop (within 7 days of conclusion).
12. Certified IYOC Online Facilitators must comply with new or revised QM parameters as needed, including any Facilitator re-certifications and workshop updates as required.
13. Participants in the IYOC Online Facilitator Certification must register for the IYOC Face-to-Face Facilitator Certification to facilitate on-ground face-to-face sessions, too.

Copies of the current Quality Matters Rubric Workbook may be purchased by members from Quality Matters.

Quality Matters reserves the right to review in-progress and concluded sessions for the purposes of quality assurance and may deny recognition of participant completion if the Certified IYOC Online Facilitator does not meet the delivery standards identified in the IYOC Online Facilitator Certification course and available in every online IYOC workshop.

Quality Matters reserves the right to periodically update this document. A current document will be included in the Facilitator Resource module in every Independent IYOC Moodle site. Facilitators are expected to abide by the parameters in the most current document.

All versions of the QM Rubric are protected and available by permission only.

**Systems:** Any session requested is open to all affiliate institutions in your System. The training license is held by the Lead Institution in the System and is tied to the subscription agreement.

**By accessing the Certified IYOC Online Facilitator course materials and participating in the course activities, you accept these parameters.**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** The Lead QM Coordinator signature is only required if your institution is a member of a System.

Please fax, scan, or email your signed document to 301-560-6683 to the attention of Nancy Ragias, [registrar@qualitymatters.org](mailto:registrar@qualitymatters.org), QM’s Professional Development Registrar, within three days. If you do not have QM Coordinator or Lead QM Coordinator approval (if applicable) you will not be allowed to continue in the course.