Submit Professional Development Activity for WOTC Recertification

Video instructions are available for this tutorial

Overview

The Winthrop Online Teaching Certification policy requires that faculty certified to teach online renew their certification after five years. This is to ensure that faculty remain current with Winthrop's Strategic Vision for Online Education.

For recertification, a faculty member must document professional development totaling at least 10 hours related to online teaching and learning and completed within the last five years. Be sure to maintain a personal record of proof of completion for all of your professional development activities. Accepted forms of professional development include workshops, webinars, mentoring activities, and conference sessions that were attended or led related to online teaching and learning – this includes training sessions delivered by Winthrop's Office of Online Learning.

The tutorial below will explain how to submit your professional development recertification documentation in Faculty 180. The Office of Online Learning will review the professional development hours logged in Faculty 180 and issue a new certificate after the recertification hours are approved. A reminder email will be sent at six months and again at three months prior to the expiration date of your certification.
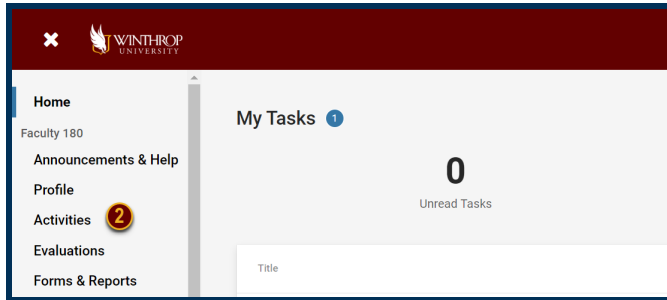
Step 1

Log onto Wingspan and select Faculty180 and Interfolio [1] from the Employee Tools section on the Home page.
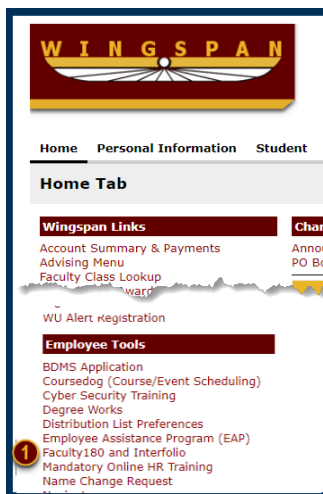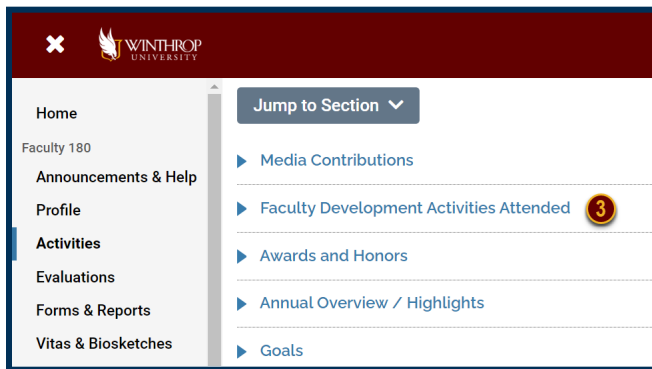
Step 2

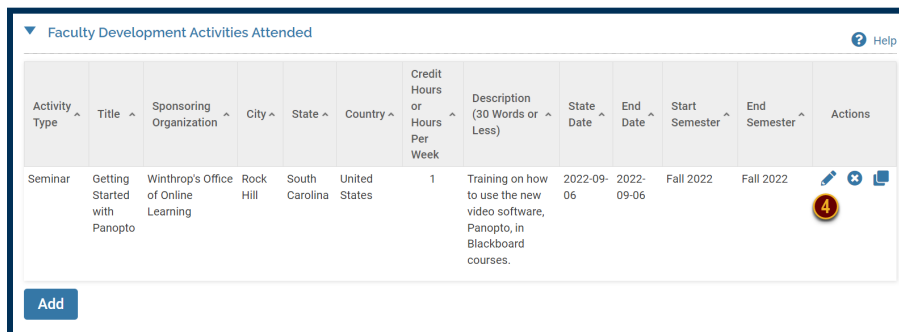Select Activities [2] from the left menu.

Step 3

Scroll down and click on Faculty Development Activities Attended [3] to open that section.

Step 4

You will see the column headers, any information you have previously entered for this section, and a blue Add button.

To **edit** a previously submitted Professional Development Activity, click on the pencil icon [4].

Activity Type	Title	Sponsoring Organization	City	State	Country	Credit Hours or Hours Per Week	Description (30 Words or Less)	State Date	End Date	Start Semester	End Semester	Actions
Seminar	Getting Started with Panopto	Winthrop's Office of Online Learning	Rock Hill	South Carolina	United States	1	Training on how to use the new video software, Panopto, in Blackboard courses.	2022-09-06	2022-09-06	Fall 2022	Fall 2022	✏ ✖ ▢

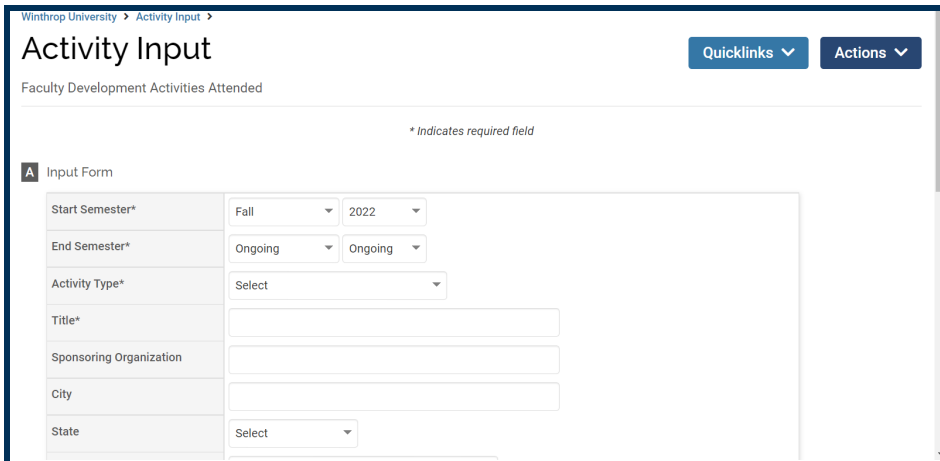To **submit** a new Professional Development activity, click on the blue Add button [5].

Step 5

On the Activity Input page, enter the information about the professional development activity you attended. You must include, at a minimum, the following information:

1. faculty member's first and last name
2. name and location of the sponsoring organization
3. title and description (include the topics covered and relevance to online teaching and learning)
4. date or semester completed
5. contact hours or credit hours earned

Click either Save and Add Another (if you have another activity to submit) or Save and Go Back when you are finished.

Example of input:

Start Semester*	Fall	2022
End Semester*	Fall	2022
Activity Type*	Seminar	
Title*	Getting Started with Panopto	
Sponsoring Organization	Winthrop's Office of Online Learning	
City	Rock Hill	
State	South Carolina	
Country	United States	
Credit Hours or Hours Per Week	1	

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Description (30 Words or Less)

Training on how to use the new video software, Panopto, in Blackboard courses.

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State Date	2022-09-06
End Date	2022-09-06

B Attachments ❓

Attachment Type	Attachment	
File ▾	Upload File	no file uploaded

Add Another

Save | **Save and Add Another** | **Save and Go Back** | **Cancel**