



## ONLINE MENTOR TRAINING COURSE

**Do you want to be a good online mentor?  
Are you looking for a training opportunity for your online mentors?**

The Office of Distance Learning offers a four-week self-paced online training course for online mentors at Florida State University. This training provides online mentoring strategies, addresses FSU policies, and provides guidance and best practices for using Canvas tools.

**Four weeks  
of self-paced  
online training  
modules**

## LESSONS

### Introduction to Online Mentoring

- The Mentor Role
- Characteristics of Online Students
- Successful Online Students
- FSU Policies

1

### Obtaining Assistance with Canvas

- What is Canvas?
- Canvas User Support
- Other Resources on Canvas Use

2

### Managing Online Communication & Discussion

- Promoting Communication & Interaction
- Selecting Proper Communication Modes
- Using Good Netiquette
- Utilizing and Managing Email
- Managing Discussion Boards
- Facilitating Group Work & Collaboration

3

### Issues in Grading & Assessment

- Using the Assignment Tool
- Featured Assessment Tools
- The Grade Center
- Help Students Access Grades

4

A **certificate of completion** will be issued when mentors successfully pass the quizzes for all four lessons and assignments.

For more information please contact:

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