Course Transition Training & Resources

Individualized or group support is available from the CTLE; email ctle@nsc.edu to set up a time for a consultation via phone or teleconference.

Get Started Moving Your Class Online

Step 1: Consider Necessary Course Adjustments
- Will you need to adjust the syllabus (e.g. due dates, revised assignments)?
- Is participation or attendance part of your course grade? Can that be integrated into the remote learning format?
- Some issues or needed adjustments will be obvious immediately; others may arise as you work through the other steps of moving a course online

Step 2: Setting Up Assignments
- Video on creating assignments in Canvas

Step 3: Exams and Quizzes
- Creating a quiz/test
- Video on using question banks
  - Question banks allow you to add a set of questions and have Canvas randomly pull a set number of them for each student's quiz
- Guiding questions/issues:
  - Can your exams be open-book? If not, is there another way to be attentive to academic integrity when you are unable to proctor the exam?
  - We *do not* recommend relying on Respondus Lockdown or other browser security issues, given the likelihood of some students having trouble downloading/using them on at-home computers/internet connections

Step 4: Planning how to Grade
- Video on grading with SpeedGrader
- Video on using rubrics in Canvas
- Canvas Conferences (with Big Blue Button) may be a good method for live grading
  - Conferences allow you to interact via webcam, audio, or chat with one or more students

Step 5: Options for Discussions
- Video on creating discussions in Canvas
- Video on recording video responses in Canvas discussions
  - Video responses allow students or the instructor to post a short video using their webcam; this can enliven discussions and make them more engaging that

entirely text-based discussions can be (though allowances need to be made for students who don't have webcams)
- Video on creating Flipgrid discussions
    - Flipgrid is an interactive video discussion app; some faculty find it more engaging than the Canvas discussion board, though it isn't ideal for students who don't have webcams
- Video on Embedding Padlet into Canvas for discussions
    - Padlet is an app that allows you to create digital bulletin boards on specific topics; students can share content/ideas

Step 6: Interacting with Students
- Using Cranium Café for office hours (recommended method for office hours!) – video will be posted soon on the video tutorials page
    - Cranium Café allows you to set up appointment times and lets students sign up for virtual meetings
- Video on setting up virtual office hours with Canvas Conferences (with Big Blue Button)
    - Conferences allow you to interact via video, audio, or chats with one or more students
    - Usability note: Big Blue Button recommends having students join only with audio to lessen the chances of bandwidth issues of having too many people trying to share webcams
- Video on creating videos with YuJa and starting out with YuJa
    - YuJa is our preferred method for creating videos for your classes; all faculty have access to it through Canvas
- Step-by-step instructions for using Zoom
    - Zoom is a teleconferencing tool; you can interact with a group of students

Step 7: Delivering Course Materials
- Guiding questions/issues: What's the best method for conveying course material?
    - Typing up a lecture in a Word document or pdf?
    - Typing up a lecture and posting it directly into a Canvas page?
- Video on creating video lectures with YuJa
    - YuJa is our preferred method for creating videos for your classes; all faculty have access to it through Canvas
- Video on adding content to pages
    - Pages with typed content is a low-tech option for lectures
- Using Canvas Conferences for a live class session (video will be posted to tutorials page soon!)
    - Conferences allow you to interact via video, audio, or chats with one or more students
- Are all course materials and readings uploaded in Canvas?

Step 8: Finalize Necessary Course Adjustments and Notify Students

- Adjust the syllabus as needed (e.g. due dates, revised assignments)
- Revise grading scheme/weighting if required

And remember, the CTLE created a [crash course in moving your class online](). It provides additional resources on the basics of moving a class to a remote learning format. The Center for Teaching and Learning Excellence has created numerous online resources to aid in quickly moving your course to the online environment. You can find this information at https://nsc.instructure.com/courses/2116792/pages/home-page-overview?module_item_id=55220329

If you are unable to find the information you are looking for, please email ctle@nsc.edu directly rather than putting in a k-box ticket. This will ensure that your request is answered more quickly and efficiently.