

Preparing to Move Your Course Online

Dear Faculty,

To support you in the event that the College needs to suspend in-person courses, the Center for Digital Learning & Teaching Innovation and Distance & Online Education, with the help of the Higher Ed community, has created a guide to alternative educational delivery methods to host classes online and engage students while keeping courses on schedule. Please follow these 3 steps to prepare your courses for remote delivery.

Step One: Get Started

- **Check with your department** for guidelines about the situation and their expectations.
- **Inform your students** early about possible changes and your method and expectations for class communications.
- **Review your course schedule** to determine which topics and activities may need to be modified for online delivery or should be rescheduled.
- **Select technologies and approaches** that are familiar to you and your students to minimize disruption to your teaching during a stressful time.
- **Keeping existing due dates** is encouraged to maintain the semester learning process.
- **Communicate your new expectations** for the students such as deadlines and class participation.

Step Two: Strategies

- **Plan your communication with the students:** inform them about any changes or interruptions, the methods (e.g. email, web meeting, discussion board) and frequencies of your communication with them, how they will communicate with you, and how they can communicate with each other.
- **Distribute course materials and readings:** since students may have **limited access to computers**, it is good to convert your course materials and readings into PDF format which is friendly for mobile devices. Make sure the students know where to find the materials (e.g. email, Google Drive, Blackboard).
- **Delivery lectures:** choose between synchronous delivery and asynchronous delivery depending on your course content and your teaching style.
 - While synchronous delivery is an option and can be accomplished using Blackboard Collaborate Ultra, please remember our students may have **limited access to computers and hi-speed internet**.
 - Asynchronous delivery is the preferred method and is predicated on instructors creating and/or distributing content (e.g. recorded video lecture, voice-over PowerPoints, or just handouts) ahead of time and supplementing it with additional elements (e.g. discussion boards, text, assignments).
- **Foster collaboration among students:** choose simple asynchronous tools (e.g. email, discussion boards) if possible because they offer **low barriers to entry**. Let the students

know why they are asked to collaborate, what the learning goals are, and how their collaboration will be measured.

- **Assess student learning:** text-based assignments can be collected via Blackboard, Google Drive, or email. To ease assignment collection via email attachments, please be sure to tell the students your preferred naming convention, e.g. lastname-firstname-assignmenttitle.docx. For tests and quizzes, Blackboard assessment can be utilized.

Step Three: Resources

- Synchronous delivery through web conferencing: **Remember our students may have limited access to computers and hi-speed internet.**
 - **Blackboard Collaborate Ultra** – Blackboard Collaborate Ultra is a web conferencing application integrated into Blackboard that is specifically designed to work with mobile technology. The application is accessible through your Blackboard course.
 1. Locate **Course Management** (One the left side of the screen of your Blackboard course).
 2. Click and expand **Course Tools**
 3. Click and open **Blackboard Collaborate Ultra**.
- Asynchronous delivery through pre-recorded video lectures:
 - **Screencast-O-Matic** is a screencasting and video editing software tool that supports lecture capture and can be launched in any web browser.
<https://screencast-o-matic.com/>
 - **Microsoft PowerPoint** – [Microsoft offers instructions](#) on how to add or record audio to your PowerPoint slides, which you can then save and distribute as a video file.
 - **YouTube** is an easy way to share videos you have created for your students. Loading videos to YouTube reduces access barriers by eliminating the need for students to download videos using their cellular data plan or lack thereof.
[Google offers instructions](#) on how to upload a video to YouTube.
 1. **(Note) Do not upload videos or narrated PowerPoints into Blackboard due to storage limitations on our servers.**

If you have any questions please don't hesitate to Earl Givens at 704-637-4212 or ebgivens15@catawba.edu.