MOVING YOUR COURSE ONLINE

KEEP CALM AND CARRY ON

WHERE'S OUR COMFORT ZONE?

TRAINING SCHEDULE

- This session:
  - Overview of Transition Strategies
  - Syllabus Addendum
  - Legal Requirements we must meet
  - Redesigning Instruction
- This week:
  - Trainings every day in two-hour time blocks.
  - All trainings will cover the transition and DE requirements, but some will focus on the course template and some will focus on Zoom.

FIRST STEPS

- Creating a Syllabus Addendum

  - Explanation of what students can expect online (Add this as a TBD for the moment!)

    - Options: Canvas, discussion boards, Zoom, etc.

  - Change in Major Assignment Dates/Policies

    - I highly encourage creating a late-work policy that anticipates technological and illness-related emergencies.

  - Communication Policy

    - Will you be available through e-mail? When? How long will it take you to respond? Where can they expect your feedback in the course? Will you participate in discussions? Should they look for announcements?

WHAT IS OUR GOAL MOVING FORWARD?

Continuity of Instruction

OUR LEGAL REQUIREMENTS

- ## Carnegie Unit
  - This is a unit of time for student engagement in the course.
  - Online – students should spend 9 hours engaged in coursework for a 3-unit course.
  - Think carefully about how you plan this out!

- ## Regular and Effective Contact
- (a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

INSTRUCTOR INITIATED CONTACT

- What is R&E?

- Announcements that introduce and encourage engagement with course content

- Specific feedback on Graded Assignments

- Creating multiple opportunities and times for students to communicate with their instructors by means of asynchronous and or synchronous modes

- What isn't R&E?

- Self-graded or computer-generated feedback

- Recorded webinars, videos, and reading materials if the course design materials did not require students to watch the webinars and then interact with the instructor.

- Only synchronous contact

HOW TO CREATE STUDENT CONTACT

- Group projects

- Discussion Boards

- Buddy Checks

- Padlet

- Collaborative Documents

COMMUNICATE OFTEN

- Communicate with your students often!
  - Give clear explanations and include instructions for how you want material submitted.
  - Be clear about your expectations for assignments.

- Focus on your Learning Objectives

- Finally, you're not replicating your F2F class online. That is not possible.