TEMPORARILY TEACH ONLINE

SOME TIPS TO GET STARTED

THE BASICS

BASIC STUDENT NEEDS

Students will need to access readings and course materials and a way to submit assignments and receive feedback on their work. They also will need a way to send you questions, and they will need to know when and how you will respond to them.

BASIC INSTRUCTOR NEEDS

You need to deliver your content, for lack of a better term, to your students, and to communicate with them. There are many types of necessary communication in this situation. Students need to know what to do, how you want them to do it, how to submit it to you and how to get your feedback on their work.

- Load any assignments that will be due into the assignments section (or have support staff help you with this).
- Load any readings that students will need into resources/files (or have support staff help you).
- Create a class communication plan so students know where to go and what to expect
- How quickly will you respond to emails; how quickly will you respond to discussion posts
- How to reach you with any urgent needs or questions
- Connect with support staff at CNM to help you ensure your content is accessible.

BEYOND THE BASICS

INTERACTIVE LEARNING

Many live meeting tools have features like breakout rooms that allow you to break your class into small groups and go from room to room to talk with each group. If your class is more engaged in active learning, you may find using this feature helpful.

COLLABORATION

Part of your in-class plan may involve student collaboration on creating a project or working on a paper together. Today, even for in-class work, students are often using tools like Google Docs to work together. If you have some assignments or activities where you want students co-creating some sort of assignment or submission together, consider having them work in Google Docs, Google Sheets or some other sort of online collaborative software and allow them to submit assignments in that format.

FLEXIBILITY

Flexibility will be key to ensuring students are not put at a disadvantage by a sudden move to online. Consider implementing flexible deadlines for when anything is due and flexible methods for how students will complete an assignment or demonstrate their learning. Using asynchronous recorded talks instead of requiring synchronous meetings can provide everyone important flexibility as well. In addition, assume at least some students will use phones or tablets for accessing class and completing and submitting their work. There are times that leads to difficulty with viewing, submitting or accessing live sessions. Make sure you record any live sessions and make those recordings available or use methods that allow students to reach you by phone and email, not just by video chat.

You may find that a number of students rely on the physical university infrastructure, such as computers at the library, and will not be able to access remote solutions, especially on such short notice. Be available by phone and email and actively invite students to reach you any way they can and share if they are having difficulties so you can monitor and adjust accordingly.

ACCESS TO ADDITIONAL RESOURCES

Students are probably going to need access to additional resources -- like the library -- to complete their work for your class. Identify what your library plans to do and what they have available and create a section in your course site with links to online library resources as well as links to other types of resources students may need to access at a distance.