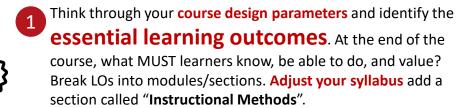
## Transitioning your course to an on-line delivery format Quick start overview



## Method/Tool

- Post in Brightspace
- Syllabus Template
- **Brightspace Online** Course Template (highly recommended)

Asynchronous: record videos, post on MS Streams or Echo360 Synchronous: MS Teams /Adobe Connect/

Async: Brightspace



How will you **share content**? For example: record and share short video lectures (2 – 7 min, recommended) or post text with main Brighstpace through content to be reviewed before your sync. sessions. Use sync. time to address more complex ideas and work through problems. Record the synchronous sessions to make them available asynchronously specially for overseas students and those with limited connectivity.

## **Engage your students**

Keep learners engaged; create groups and use channels or breakout rooms during videoconference (sync.) for group interactions. If you are doing online lectures, break them up with questions, quizzes or surveys every 15 min. Use class participation self-assessment and Peer-evaluation.

discussion forum, quizzes Sync.: MS Teams channels and forms / Adobe Connect surveys and breakout rooms/ Brightspace Random Quizzes and strict timelimit Exams administered as Brightspace "assignments"



Identify methods for **assessment** that focus on learning. Foster a norm of academic integrity. Make cheating more difficult. Consider weekly interactive quizzes (async.), collaborative, open-book exams. Level out the assessments where possible to avoid a large percentage final exam.

Brightspace announcements, Email, Forums, MS Teams/



Communicate more. Prepare students & set expectations before, during and after the classes. Announce the weekly online meetings and asynchronous activities. Set up office hours (weekly, synchronous). Encourage students to collaborate and to respond to each other.

> Brightspace forum, MS Teams/Adobe Connect, DGDs, Email



**Teaching assistants** can run DGDs, forums help track questions from students (using the chat function) as the lecture is being delivered.

> Brightspace course template (Learner Support). Ask students, consider alternatives, provide resources



Support students by being flexible and providing resources. Equity and wellness are major issues both for online learning and because of the pandemic. Students have not chosen to learn this way and may not have the needed tools or skills.

Brightspace Tutorials | Microsoft Teams for Distance Education (Telfer IT) | Adobe Connect Course Space (TLSS)