

Transitioning your course to an on-line delivery format

Quick start overview

Method/Tool



1 Think through your **course design parameters** and identify the **essential learning outcomes**. At the end of the course, what **MUST** learners know, be able to do, and value? Break LOs into modules/sections. **Adjust your syllabus** add a section called “**Instructional Methods**”.

- Post in [Brightspace](#)
- [Syllabus Template](#)
- [Brightspace Online Course Template](#) (highly recommended)

Asynchronous: [record videos](#), post on [Brightspace](#) through [MS Streams](#) or [Echo360](#)
Synchronous: [MS Teams / Adobe Connect/](#)



2 How will you **share content**? For example: record and share **short video lectures** (2 – 7 min, recommended) or post text with main 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.

Async: [Brightspace discussion forum](#), quizzes
Sync.: [MS Teams channels and forms / Adobe Connect surveys and breakout rooms/ Brightspace Random Quizzes and strict time-limit Exams administered as Brightspace “assignments”](#)



3 **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**.

[Brightspace announcements, Email, Forums, MS Teams/](#)



4 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 forum, MS Teams/Adobe Connect, DGDs, Email](#)



5 **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.



6 **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



7 **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.