

A few issues specific to online/remote delivery that are worth noting as you prepare your outlines for this year: Items 1-4 are from the Dean's Office.

1. We recommend that your course outline and/or cuLearn page include a statement about the technological requirements of your course, especially any special software that you are planning to use. ITS has [specific language](#) on the minimum requirements for online learning as well as specific requirements for each Faculty. TLS and ITS also have guides on [browser requirements](#) and how to access [conferencing tools](#) -- these are things that should be in your outline and on your cuLearn page if possible.
2. As you can see in the regulations (page 7), there are guidelines on what we can compel students to purchase for a course. Please contact ODFASS if you're unsure about something you have planned or if you have any questions.
3. Please be very clear in your outline about the expectations around synchronous participation. If your course will have synchronous components, please keep in mind that both domestic and international students will be participating in different time zones. Please consider recording synchronous sessions and, if there are grades attached to participating in them, alternative assessments that do not penalize students for being outside of Ottawa.
4. We know that, like us, many of our students are in challenging home situations that involve childcare, elder care, cramped or nonexistent work spaces, and so on. Please be respectful of the fact that some students might be uncomfortable with turning on their webcams during class time or with being recorded. Again, please be clear about expectations around participation in your outline.

You may wish to include Carleton's definition of the **format for online teaching** that you have chosen: asynchronous, synchronous, or blended.

Synchronous Courses: A real-time, online course where the instructor and students meet via web conferencing tools, at scheduled days and times. Instructors and students share information, ideas and learning experiences in a virtual course environment. Participation in synchronous courses requires students to have reliable, high-speed internet access, a computer (ideally with a webcam), and a headset with a microphone.

Asynchronous Courses: An online course where the instructor and students share information, ideas, and learning experiences in a virtual course space. Asynchronous courses do not have live, scheduled meetings online. However, students are expected to remain up to date with the deadlines and due dates provided by the instructor. These courses require high-speed Internet access and a computer.

Blended Courses: An online course where there is a mixture of synchronous meetings and asynchronous activities. This means students need to be prepared to meet some of the time online via web conferencing tools at scheduled days and times. The specific dates will be communicated by the instructor in the course outline. The asynchronous activities are intended to provide flexibility to students when the class is not meeting synchronously. Students are expected to remain up to date with the deadlines and due dates provided by the instructor. These courses require reliable high-speed Internet access and a computer (ideally with a webcam), and a headset with a microphone.

Please remember that **if you are planning to record synchronous sessions, you must make students aware of that fact.** You may wish to include a syllabus statement regarding recordings