Support for Teaching and Learning

TEACHING AND LEARNING SERVICES

OCTOBER 29, 2020
Overview

• Support for Faculty, Contract Instructors, and Teaching Assistants
• Changes to Carleton University Online (CUOL)
• A new LMS is coming…
• Supporting Events
• Round up
Support for Faculty, Contract Instructors, & Teaching Assistants
Support for Instructors...

- Building Your Online Course
- Designing Assessments & Exams
- Supporting Students
- Tools for Delivery
- Working with TAs
- Online Workshops & Training

https://carleton.ca/teachinglearning/transitioning-to-online-teaching/
Building Your Online Course

- Basic Guidelines to Consider When Transitioning to Online Teaching
- Online Course Design Guide
- Classroom Studio Recording Request
- Access to Teaching Spaces on Campus
- Accessibility Resources for Instructors
- Copyright at Carleton
- Syllabus Checklist
Building Your Online Course

- Basic Guidelines to Consider When Transitioning to Online Teaching
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Online Course Design Guide

MOVING YOUR COURSE ONLINE
Basic guidelines to consider when transitioning to online teaching

1. KEEP IT SIMPLE
2. IDENTIFY COURSE LEARNING OUTCOMES
3. CHOICE COURSE FORMAT
4. EXPLORE ED TECH TOOLS
5. UPDATE MATERIALS AND ASSESSMENTS
6. COMMUNICATE

Synchronous  Blended  Asynchronous
Access to Teaching Spaces

• Current options
  • Borrow equipment
  • Book a teaching kiosk
  • Record from a studio classroom with technical support
  • Book a classroom as a workspace
    • Note: requires an instructor use their own technology.

• Future options
  • Use a classroom to teach both face to face and online at the same time
  • Book a classroom to teach from without direct support
    • Classroom will be configured with technology to support synchronous and recorded teaching.
Syllabus Checklist

- Suggested language:


Example: Synchronous Course:

This course is 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.

Contents of the Course Syllabus

The course syllabus must specify all the elements that will contribute to the final grade and the weighting of each element. Remember that a syllabus is a course contract between you and your students, so it needs to provide all relevant information about the course’s policies, assessments, and so on. Be as clear as possible in order to reduce needless challenges and appeals. Some academic units provide a course syllabus template, too, so check with your departmental administrator.

In the absence of a template, include these items in your course outline:

- Department, course name and number (including section letter)
- Academic year and term/session
- Prerequisites and preclusions (check the calendar)
- Name(s) of instructor(s)
- Contact information, including name, title, office number, email address, and office hours
- TA names, office hours and location, email (if known)
- Course modality (synchronous, asynchronous, or blended). It is highly recommended that you provide a description of the weekly lesson/module experience you will be asking your students to adhere to. See below for suggested language.
- For any synchronous components: platform (BigBlueButton, Zoom, etc.), days and times. If you plan to record these, which for accessibility purposes is strongly advised, communicate that to your students on your syllabus. See below for suggested language.
- Recommended technical specifications to succeed in the course (e.g., a laptop or desktop and not a phone, stable internet, mic, webcam, etc.). For help composing this, check out Technical Specs for New Students.
Tools for Delivery

- Educational Technology Tools for Online Delivery
- Web Conferencing at Carleton
- cuLearn Course Template
- Equipment Loans for Teaching Online
- Teaching with Technology Support
Tools for Delivery

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Ed. Technology Tools

Synchronous
- Zoom
- BigBlueButton
- Microsoft Teams

Asynchronous
- cuLearn/Brightspace
- Kaltura Capture
- cuPortfolio
- Polleverywhere.com
- Ares - Library Reserves
- Integrations with textbook publishers
Equipment Loans

Microsoft Surface Tablets
iPads with Apple Pencil
Document cameras
Wifi hotspots
Web cams
Headset mics

Instructors complete a form.

https://carleton.ca/teachinglearning/equipment-loans-for-teaching-online/
Designing Assessments & Exams

- Assessment Resources
- Assessments and Exams: Considerations for Change
- Designing and Administering Exams in cuLearn
- SES Exam Resources for Staff and Faculty
Designing Assessments & Exams

• Assessment Resources
• Assessments and Exams: Considerations for Change
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# Designing and Administering Exams in cuLearn

<table>
<thead>
<tr>
<th>Quiz Exams</th>
<th>Assignment Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a timed exam using multiple choice questions, or multiple question types, such as matching, short answer, true/false, and more.</td>
<td>Create an exam submission dropbox where students can upload electronic text or media files within a specified time window.</td>
</tr>
</tbody>
</table>

[https://carleton.ca/culearnsupport/instructors/exams/](https://carleton.ca/culearnsupport/instructors/exams/)
Working with TAs

- Working with TAs in an Online Environment
- TA Support Website: The Online TA
- cuLearn Support for TAs
Working with TAs

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TA Support Website: The Online TA
Supporting Students

• Engaging Students Online
• Resources for Students Learning Online
• Carleton’s Student Support Services
• cuLearn Support for Students
Supporting Students

- Engaging Students Online
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- cuLearn Support for Students
Resources for Students Learning Online

Welcome to your Online Learning Orientation!

In this one-hour course, you will be introduced to the main features, benefits, and challenges of online learning and then explore various considerations for online learning such as: how to effectively manage your time, how to optimize your learning space, how to interact and engage online, and where to seek additional supports.

Along the way, you will hear from students who successfully finished an online course at Carleton University and will have an opportunity to hear some great tips from them, which can help you become a successful online student as well.

This module has been designed to introduce you to online learning and provide you with strategies and resources to help you successfully navigate this learning experience. It is brought to you in collaboration with Carleton’s Centre for Student Academic Support (CSAS) and Teaching and Learning Services (TLS).

Resources to Help You Learn Online

Navigating Online Courses
- Types of Online Courses - synchronous, asynchronous and blended courses defined
- Getting Started - things to do before your online course starts

Learning Strategies and Best Practices
- How to be Successful in an Online Course
- Online Learning Orientation - cuLearn mini-course

Your Online Classroom
- cuLearn Tips
- Zoom
- Microsoft Teams
- BigBlueButton (BBB)
- Web Conferencing Guidelines for Students

Time Management
- Time Management
- Procrastination
- Goals – setting and sticking to goals
- Self-Management – skills checklist
- Multitasking – pros and cons

https://carleton.ca/teachinglearning/2020/resources-for-your-students-learning-online/
Online Workshops and Training

• Upcoming Pedagogical and Educational Technology Workshops
• Recordings of Past Workshops
• Welcome to My Online Classroom
• Dialing Up: Conversations on Remote Teaching
Online Workshops and Training

- Upcoming Pedagogical & Educational Technology Workshops
- Recordings of Past Workshops
- Welcome to My Online Classroom
- Dialing Up: Conversations on Remote Teaching
Upcoming Workshops

These sessions are intended for Carleton University faculty members, contract instructors and staff. All workshops will be offered online until further notice.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>OCT 29</td>
<td>Getting Started with Zoom 2:30 PM – 4:00 PM</td>
<td>OCT 29</td>
<td>Open Consultation: Winter Is Coming 10:00 AM – 12:00 PM</td>
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<tr>
<td>OCT 30</td>
<td>Open Consultation: The Final Stretch 2:00 PM – 4:00 PM</td>
<td>OCT 30</td>
<td>Let’s Talk (Online) Teaching! An Open Q&amp;A Forum 10:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>NOV 09</td>
<td>Welcome to My Online Classroom – with Shazia Sadaa 10:00 AM – 11:30 AM</td>
<td>NOV 09</td>
<td>Incorporating the FUSION Skills Development Project Into Your Course 1:00 PM – 2:30 PM</td>
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<tr>
<td>NOV 18</td>
<td>Learning Through Doing: An Introduction to Incorporating Experiential Learning into Your Courses 10:00 AM – 11:30 AM</td>
<td>NOV 24</td>
<td>Welcome to My Online Classroom – with Vivian Solana 1:00 PM – 2:30 PM</td>
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<tr>
<td>DEC 08</td>
<td>Welcome to My Online Classroom – with Vincent Andrisani 1:00 PM – 2:30 PM</td>
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Welcome to My Online Classroom - Deidre Butler

https://carleton.ca/edc/events/
Changes to Carleton University OnLine (CUOL)
End of an Era: CUOL

- From 1978 to 2020, Carleton University OnLine (CUOL) offered distance and online courses.

Carleton Online
Carleton Online

- A unit that supports, advocates, and guides online student learning.
- Provides access to resources and strategies to help students succeed in online environments.
What does this mean?

- Recording of live classes and using these recordings to simultaneously offer both an inclass section and an online section is no longer possible.
- CUOL and VOD sections no longer exist. (A + T/V + OD sections of the same class).

- However using previously recorded CUOL lectures to offer an online course is an option for Summer 2021 and Fall 2021.

Recording services and media production are still key services for instructors and departments.
Recording and Media Production

https://bit.ly/2HMI8tB
A new LMS is coming...
Coming May 2021: New LMS!

Brightspace

- Cloud hosted, meaning improved performance, scalability and reliability.
- 24/7 support for students, instructors and staff.
- Simpler interface and more intuitive gradebook.
Limited Pilot of Brightspace in January 2021

- Anticipate 30 instructors/courses
- Up to 2000 students will be in these Brightspace courses.
- Goal is to develop champions, a better understanding of the tools, and the migration pathways.
Support for the Transition

- There will be extensive support for instructors and TAs
- Professional development, direct support, and documentation.
- All courses from the last three academic years will be migrated.
Supporting Events
Event Support - CUES

- Complete technical support for online events.
- Support small to very large groups or events using Zoom and other platforms.
- ims.conference.support@carleton.ca
Round up

Extensive support for instructors and teaching assistants
www.carleton.ca/tls

Carleton Online
www.carleton.ca/online

New LMS in May 2021
www.carleton.ca/brightspace

Event Support
https://carleton.ca/ims/cues/

Contact:
tls@carleton.ca
patrick.lyons@carleton.ca