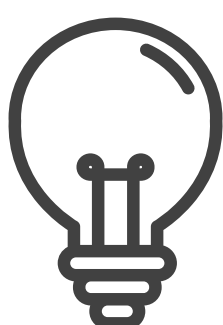


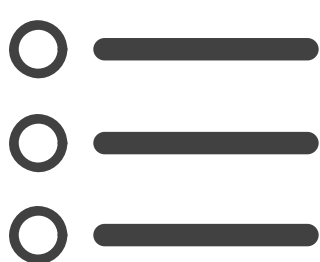
MOVING YOUR COURSE ONLINE

Basic guidelines to consider when transitioning to online teaching



1 KEEP IT SIMPLE

As you move your courses online, be pragmatic. Make your expectations realistic, explicit, and kind for your students and yourself. Simplicity and flexibility will help everyone in this transition.



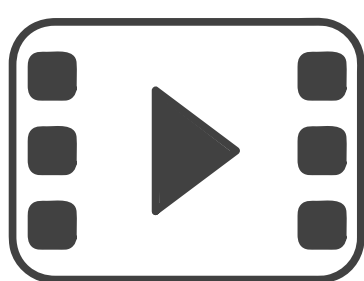
2 IDENTIFY COURSE LEARNING OUTCOMES

Use learning outcomes to inform your decisions about what to adjust in your course while ensuring that you keep the academic rigour of the course intact. Outcomes should be SMART: Specific, measurable, attainable, realistic and timely.



3 CHOOSE COURSE FORMAT

Identify which activities are suitable for asynchronous formats (pre-recorded lectures, online discussions) versus synchronous formats (online office hours, group meetings, presentations). Keep in mind potential barriers to synchronous meetings, such as internet speed, time zones, lack of mic/webcam and accessibility.



4 EXPLORE ED TECH TOOLS

Familiarize yourself with Carleton's suite of educational technology tools so you know what's possible when teaching online. Explore the various online guides and resources on the TLS site and take advantage of online workshops to get started.



5 UPDATE MATERIALS AND ASSESSMENTS

Explore the different possibilities for online activities, including graded discussion forums, group assignments and portfolio assignments. You can also check to see what resources are available from publishers and the MacOdrum Library.



6 COMMUNICATE

Communication with your students is key. As a general rule, touch base at least once a week using email or Announcements in Brightspace. An "Ask the Instructor" Discussion is also a great way to provide students with answers to their questions.