

# TECHNOLOGY & YOUR ONLINE COURSE

What technology will you be using?

## COMFORT

Are you comfortable using all the technology you have chosen for your course? Some require more tech knowledge than others.

## PRACTICE

Have you practiced using the technology you will use for your course with others? TAs, colleagues, family, or friends work well!

## FEATURES

Are you familiar with the features of the tech you are using? E.g., the Zoom waiting room can be used to see students one at a time.

## ENGAGE

Which features will you use? Share your screen, record, breakout rooms, copy/paste links into the chat, upload lecture recordings to cuLearn.

## TROUBLESHOOT

Do you know of (and can you troubleshoot) basic issues with the tech you are using? Reach out for support at [edtech@carleton.ca](mailto:edtech@carleton.ca)

## TIP

"Try turning it off and on again" is great advice if you aren't tech-savvy. Exit and re-enter Zoom/BBB room, restart program or laptop, etc.

## KEEP IT SIMPLE

If you try to do too much, you (and your students) will be overwhelmed. Your students don't need all the technological fireworks - they just need your leadership and support.

You've got this.