Moving from On Campus to Online

Things to think about before moving your class online

Moving an on-campus course to an online course has become easier in recent years. With access to Zoom Meeting, Canvas, and Media Library (Panopto), you can still have the ability to have synchronous learning in your assigned class time, provide assignments and feedback to students, and record interactive videos to simulate fieldwork experiences. The following document addresses the steps to ensure that your transition to teaching online is smooth.

Think about Your Class Structure

Do you tend to lecture with slides or utilize small-group conversations? Are the discussions student-led? Do you use the whiteboard/blackboard during class? Once you have identified the method you use to teach, you can think about how to retain that style within the synchronous Zoom Meeting.

Lecture with Slides Style

If you tend to lecture with slides and take student questions, using the Zoom share screen will be a critical component of your synchronous sessions. Sharing your screen will allow you to share your slides as you would in the classroom on the large screen.

Small Group Discussions

If your classes tend to be formatted with general conversation but also opportunities for small group discussions, then you will want to use Zoom breakout room feature. You can think of a breakout room as providing the students with their own corner in the room to do their work in. You can either have the system automatically separate the students into breakout rooms, or you can manually assign students to breakout rooms.

Once the students are in their breakout rooms, they will be able to share their screens with each other. Additionally, as the instructor, you will be able to "join" each breakout room, which replicates when you walk around the class to hear what each group is working on. *Note: if you are recording the Zoom Session, the recording follows the instructor so the breakout rooms will only be recorded if the instructor joins the room*.

Student-led Discussions

Within Zoom, students have the ability to speak, show their video, and share their screens. This allows student-led discussions to be seamless as the faculty member can create the Zoom meeting session and then the students will be able to speak as they would during class.

Whiteboard/Blackboard in Zoom

Another feature of Zoom that replicates the in-class experience is the use of the whiteboard within a synchronous session. This will allow you to annotate on a board as you would in class. *Note: Only the student or host who started sharing the whiteboard has access to create and switch pages.*

Active Learning in an Online Setting

When we are more engaged with the content of a course, we are more likely to retain the information. Active learning is speaking, saying, or doing whereas passive learning is typically seeing, hearing, listening and reading. Within the online environment, it is very easy for learners to slip into the passive learning as they read the material, watch videos, and listen to lectures. One of the major components to Active Learning is self-efficacy and critical thinking.

Tools to use for Active Learning

Discussion Boards

In regard to online discussions or discussion board prompts, students benefit from instructor assistance, or scaffolding in such a way that promotes critical thinking. Some examples of instructor-enhanced scaffolding within the prompts includes modeling a response to the prompt, requesting clarification, reinforcing students' ideas, correcting misunderstandings, and asking for consensus within areas of disagreement.

Another aspect of the discussion board to assist with active learning would be to provide a discussion board that collects the student's questions and concerns to be addressed within the live session. Canvas discussion boards allow the liking capability, which will allow students to essentially "vote" or "agree" with questions that have already been asked, which easily identifies the sticking points for the faculty member.

Zoom Breakout Rooms

While in your synchronous class, you can utilize the Zoom breakout room functionality to allow students to share their thoughts and engage with their peers prior to sharing out their ideas to the larger class.

Panopto Quizzing for Fieldwork Demos

Although lab and fieldwork can be difficult to replicate online, it is not impossible. One way you can replicate the fieldwork students would have typically completed is to record a demo of you performing the task or project. This can be done using your mobile device, webcam, Zoom, or even the Media Library (Panopto) recorder. You can then upload the media into Media Library (Panopto), and you will have the option to use the Panopto video editor to make any cuts necessary. You can also add in-video quizzing throughout the video at specific times to ensure that the students are obtaining the necessary steps and requirements.

Think about Your Assignments

When you are thinking about your assignments, many of which are being currently collected or distributed in class can be collected and distributed online.

Written Papers

If you are collecting written papers in class, you can easily replicate this behavior by creating assignments within Canvas. This will allow students to upload their assignments for grading. To grade the student's work, you can either use the SpeedGrader to grade within Canvas, or you can Download Student Submissions to grade the student's work using your computer. You will also be able to Upload the Student Submissions to provide the feedback to the students.

Group Assignments

If you tend to use group assignments within class, you can create groups in Canvas for the students to work together in. You have the option to automatically create groups, manually create groups, or allow the students to self-enroll in groups. Once you create the groups in the group sets, you can automatically assign students to groups or manually assign students to groups.

Once you have created the groups and the students have been assigned, each group now has access to a Canvas group site, which they can use to collaborate and share documents. You can then assign an assignment to a course group, which will give you the option to grade all individuals in that group together, or each student will be graded separately.

Presentations

Whether group or individual presentations, the use of Zoom can be effective with moving presentations online. Students will have the ability to share their screen, speak, and share their video to mirror the presentation that would be completed.

Exams

You can create quizzes within Canvas to act as exams if you use questions such as multiple choice, multiple answer, true/false, short answer and essay. When you use multiple choice, multiple answer, or true/false, the questions will be automatically graded for you. There are also strategies for delivering exams in Canvas, which includes using question banks, randomizing answer choices, providing time limits, and other features available.

If you would like to prevent your students to use any other browser tabs while completing the quiz, you can use the Respondus LockDown Browser. Students are unable to copy, print, access other applications, or visit other websites during an online exam.

In-lecture polling

If you use PollEverywhere or Clickers in your course, you can reformat this experience by using the polling function within Zoom. You can create multiple questions for one class meeting and the results can be set to anonymous or visible to you afterwards. If you have PollEverywhere already embedded within your slides, your students will be able to participate in the polls with their mobile phones or computers.

Think about How you Provide Content

Whether you already use the Files and Modules area in Canvas or you provide the readings in class, using your Canvas course allows you to think the best way to organize the content based on the end result. Depending on the type of file you are sharing, there are best practices for file storage. Note that there are also different types of files storage and file quotas in Canvas.

Files Area

In Canvas, you can use folders within the Files area to organize the files that the students will need either on a weekly or topic basis. You can also limit the student's access to the files if you do not want them to access specific files until after the lecture.

Modules

Another way to distribute information to students is using the Modules tool within Canvas. One way to think about this area is creating three-ring binders for each week or topic. Then you will insert content like assignments, quizzes, pages, discussions, or websites in the order in which you want the students to access the information. *Note- in order for students to see the content, the Module itself needs to be published.*

Assignments

Although this is less common, if you have weekly assignments each week, you may want to use the Assignment instructions and the rich content editor to organize the links and content necessary to complete the assignment.

Think about How You give Feedback

Providing feedback to students is a critical component of learning. With online learning, there are several ways you can provide feedback to students.

Comments on Submitted Assignments

Within the SpeedGrader, you have the option to leave either written or audio/video feedback on a specific assignment. You can also annotate comments on the student's submission through the DocViewer.

Using Announcements to Address All Students

If you have general feedback or comments for the entire class, you can use the Announcements tool within Canvas to address all students. Based on the student's notification settings, they will receive an email of the announcement and see the announcement within the course. One of the benefits of the Announcements tool is that you will be able to also upload a video to anything which has the rich content editor (i.e. Announcements, Discussions, Canvas page, Assignment, Quiz, etc.).

Office Hours

With using Zoom and the Sign Up Tool, you can create recurring meetings for your students to sign up for to meet with you as they would if you were in your physical office.