

## TIPS FOR TEACHING ONLINE

The Teaching and Learning Centre is working to provide suggestions regarding best practices for dealing with delivering course content online. We hope you find these beneficial.

### Instruction Strategies for Short Term Disruptions

The following table contains some suggested alternate learning and instruction strategies for different types of instructional disruption.

Instructional Strategy	Learning Activity	Evidence of student attendance or participation
Condense previously assigned materials to fit into fewer class sessions while continuing to meet course-learning outcomes.	Students may be asked to read more pages for a particular class session or to independently review and summarize a skipped reading	Students meet course goals as verified through assessments.
Conduct an online session using Google.Meet at the assigned class time (or an alternative time if necessary).	Read a summary of the lecture notes or view a copy of the video recording if a student misses the live class.	Attendance and participation is logged during online session.
Video lectures or narrated slides of stand-alone topics/chapters. Closed captioning is required.	View video lecture and complete an assignment such as writing a summary, addressing specified questions, and/or participating in a Discussion Board related to the video lecture.	Complete an assignment or assessment on the topic.
Independent/take home assignment	Independently complete assigned additional readings or video viewings. The videos must have closed captioning.	Complete an assignment or assessment on the material.
Access relevant videos from the Library repository.	Have students complete an assignment such as a reflection or written summary.	Complete an assignment or assessment on the topic.

**TOOLS:** A number of university-supported tools are available. Beneath each tool are a brief descriptions and links to additional information.

#### [BLACKBOARD](#)

Our LMS can be used for a variety of purposes. Every course at Ontario Tech has Blackboard course shell and every instructor is strongly encouraged to use them to ensure continuity of learning for your students. You can use Blackboard to communicate with your students via Announcements and Inbox Messages, as well as share lecture material, videos, and other course content. You can also create online, graded discussion, and online exams. The latter can be virtually proctored using Lockdown Browser and Respondus Monitor that are available on Blackboard.

<https://tlc.ontariotechu.ca/learning-technology/teaching-online-blackboard.php>

#### [GOOGLE.MEET AND GSUITE](#)

Google.Meet is a web conferencing tool that allows you to meet or teaching remotely and record those sessions. These can be set up synchronously (at the same time you would typically lecture) or asynchronous and shared via a recording. This latter feature is helpful for those students who may have inconsistent internet connections. You can also set up virtual "office hours."

Here are some tips for using Google.Meet:

- **Speak clearly:** Make sure the microphone on the computer sounds clear and you record in a place with minimal background noise.
- **Keep it short:** Break up your long lectures into shorter pieces to keep students engaged.
- **Include activities:** Between segments, have students participate using the chat feature or in breakout rooms before moving on to the next segment.
- **Turn on your camera:** Even if it is just for a few moments, students are more engaged with instructor content when they can see their face and not just the slides.

## GSUITE

The Google Apps platform contains many tools you can use to maintain your course instruction without a hitch. Use Google Drive to share resources with your students. Google Docs, Sheets, and Slides, allow you to build content and either share that with students to view only or for them to edit.

## [KALTURA](#)

Kaltura is a powerful video-sharing tool. Integrated into Blackboard, you can record, edit, and embed a video using Kaltura. You can use this tool to record a voice-over-PowerPoint lecture, which you can then share with students via Blackboard. You can also access analytics on the videos to see who watched what and when.

## PLANNING

### 1. **During the Move to Alternative Instruction Delivery**

- Communicate with students informing them of the disruption and of any alternate instruction or assignment. Clearly state your expectations and any preparation that is required prior to the next class meeting.
- Increase your availability by email, messaging, or phone if the alternate assignment is due before the next class.
- Inform the students if and when you are planning to hold virtual office hours.

### 2. **Returning to Regular Instruction Delivery**

3. Send an email to students informing them of the instructional plan for the next class. If appropriate, hold additional office hours (e.g. the week before midterm or project due date) in-person or virtually and communicate this availability to students.
4. Increase your availability by email, messaging, or phone.

## SUPPORT

Teaching and Learning Centre - [teachingandlearning@ontariotechu.ca](mailto:teachingandlearning@ontariotechu.ca)

It Services - [servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca)

Adapted from: <https://www.sju.edu/academicadmin/instructional-continuity>