

Yes, You Can!

Tips for Moving Courses Online at Short Notice

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<https://tinyurl.com/sx5vdd4>

I'm stressed.

You're stressed.

We're all stressed.

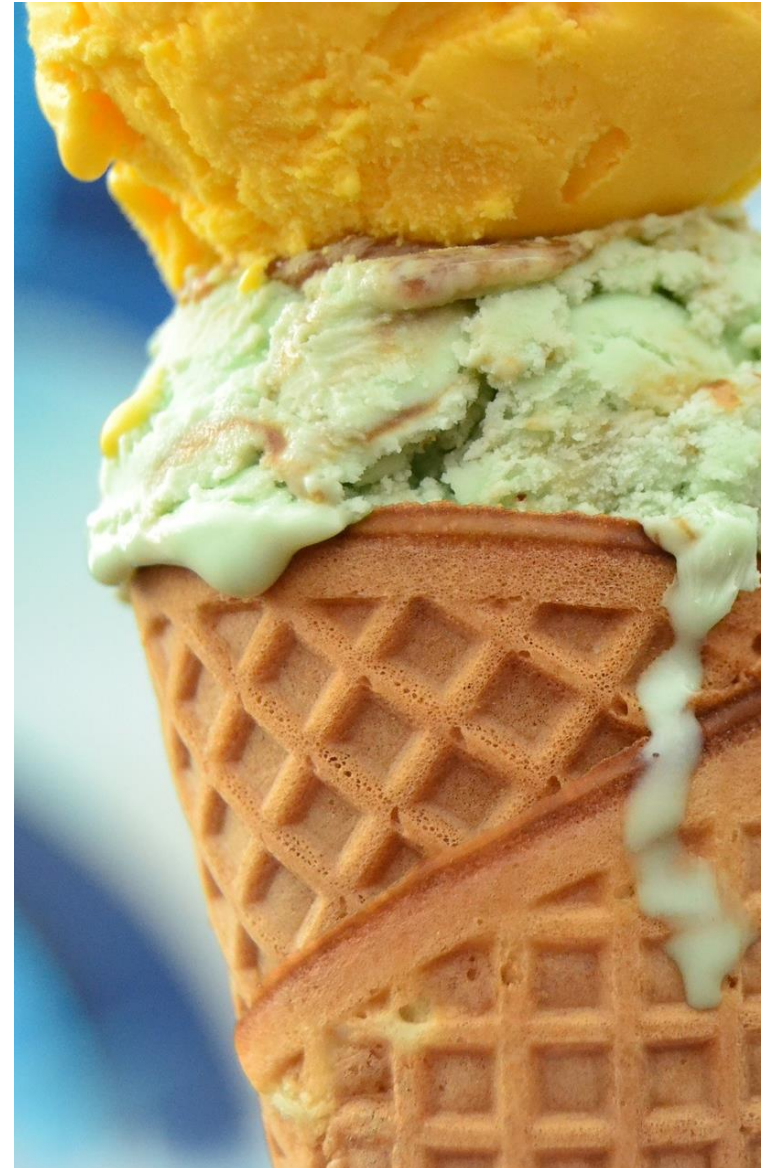


Image by [SilviaEmilie](#) from [Pixabay](#)

Guidelines



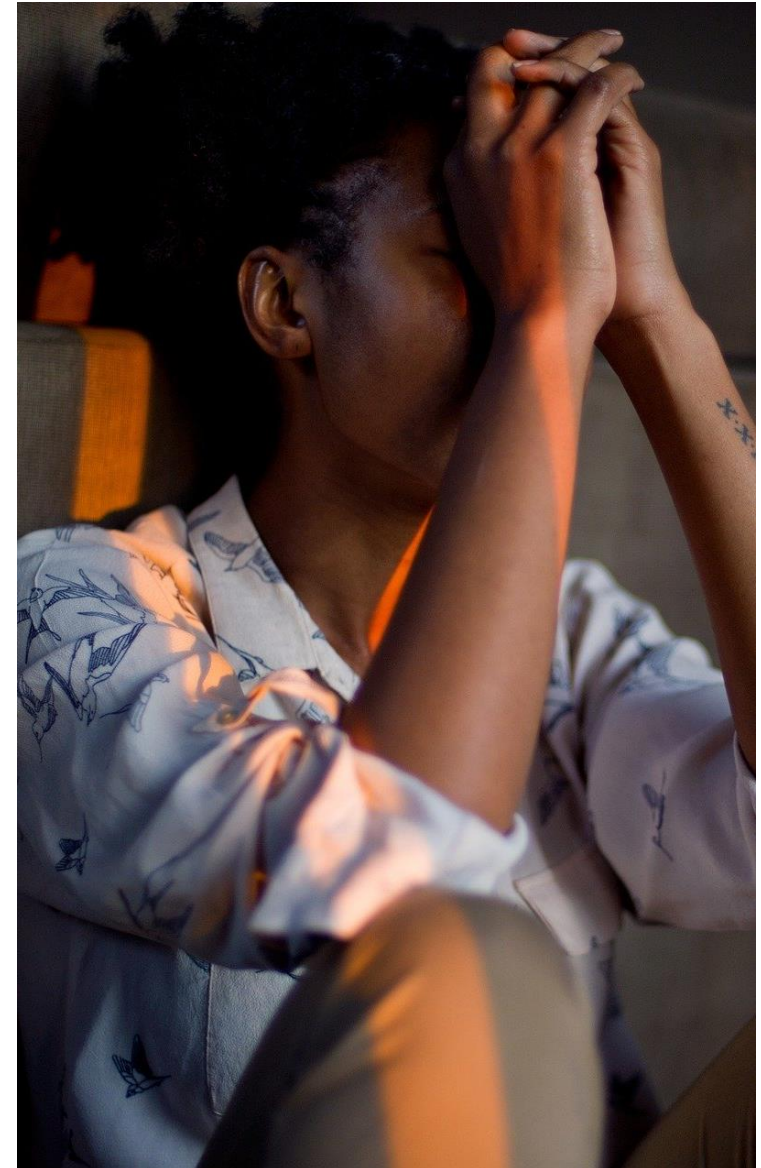
Start from where you are.

Keep it simple.

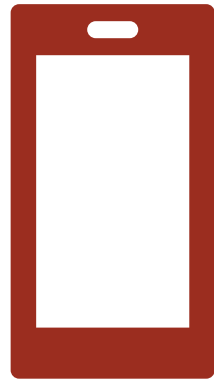
Don't do more than you can do.

Students are stressed, too.

Like us, they are
dealing with anxiety and
competing priorities.



Leave no student behind.



Assume students are accessing content on their phone.



Make content accessible for students with disabilities.

Synchronous or asynchronous?



Synchronous Instruction

Advantages

Use existing lectures

Real-time discussion

Answer student questions

Maintain community

Disadvantages

Higher bandwidth

Limited mobile access

Learning curve

Asynchronous Instruction

Advantages

- Lower bandwidth
- More mobile friendly
- Students can use anytime
- Uses familiar tools
- Repurpose content
- Easy to replicate

Disadvantages

- Students may not engage
- Potential loss of community

Which is right for you?

What are your campus requirements?

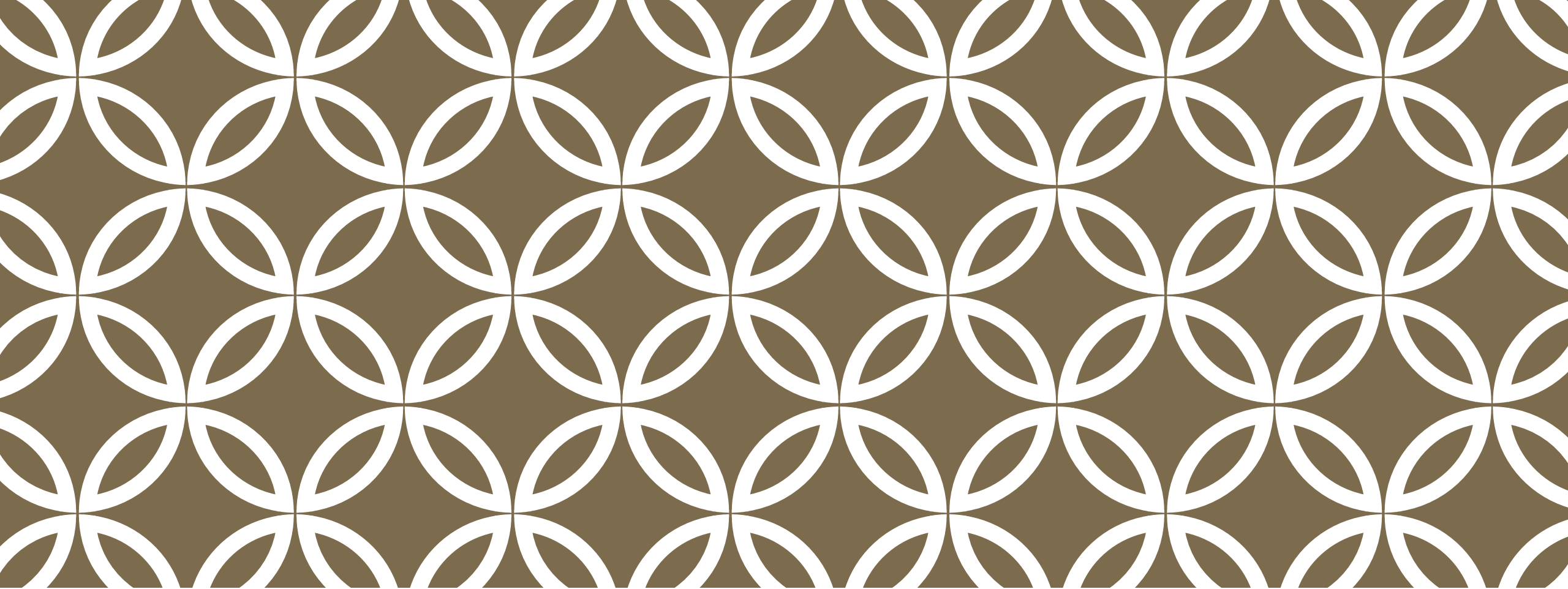
What is your campus infrastructure?

Who are your students?

How experienced are you teaching?

How comfortable are you teaching online?

How much energy can you give this?



SYNCHRONOUS INSTRUCTION



Tips for Going Synchronous

Provide instructions on how to access the session / tech support.

Use slides.

Arrive early.

Break it up.

Incorporate active learning.

Encourage the use of chat.

Small group work is possible.

A Model for Synchronous Instruction

Welcome and Announcements [5 min]

Responses to the Readings [5 min discussion in chat]

Lecture [10 min]

Activity [25 min]

- Instructions, Group Work (10 min), Regroup and report (10 min)

Discussion (15 min)

Break (10 min)

Lecture / Activity / Discussion (45 min total)

Wrap Up / Exit Ticket Writing (5 min)

Bonus Tips!

Go audio only.

Use a headset mic.



Group Work

Provide specific, written directions.

Use a timer.

Use Google Docs as a collaborative workspace.

Start with random groups.

Insist students use the mic.

url, sources authoritative source who is the author? cited sources keywords in snippet
no clickbait objectivity academic institution government info who pays for website
grammatical correctn trusted site unpaid source
info source proofread bias
currentness citations .edu citation
search rank date publication date
grammar/spelling grammatically correc coverage
grammer author currency .gov domain
company information presence of sources actually an ad? authority
advertisements author/publisher vocabulary references listed

PERSONAL FAVORITE:
ANSWERGARDEN

Try AnswerGarden

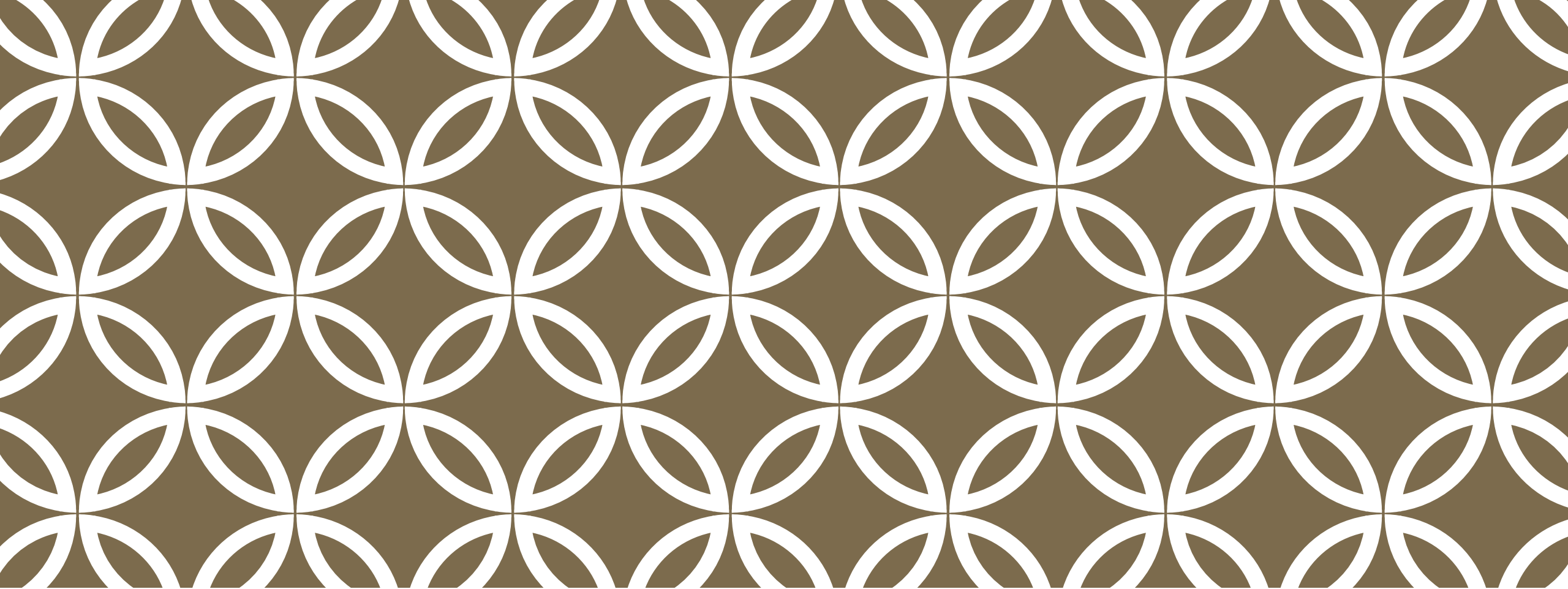
1. Go to <https://answergarden.ch/1151022>

2. Enter a one-word answer:

How do you feel about moving your course online?

3. Answer again with a new word (optional)

4. Refresh your screen to see the word cloud emerge.



ASYNCHRONOUS INSTRUCTION



Model for Asynchronous Instruction

Start with learning outcomes

Take stock

- What assignments and activities can be repurposed?
 - Do they need to be adapted?
- What new materials or content do you need?
 - What resources and tools are available?

Develop clear, detailed instructions for assignments and activities

Work ahead, but you don't need to everything ready at once!

Provide access to productivity tools

Share course site

Tips for Asynchronous Instruction

Be organized

- Consider a virtual tour of the site

Be present!

Image by [Pexels](#) from [Pixabay](#)



More Tips for Asynchronous Instruction

Chunk lectures

- Ideally 6-10 minutes per video

Find creative ways to encourage interactivity

- Discussion Boards
- Chat/Zoom rooms/Drop-in group sessions/Office hours
- Polls and surveys

Sample Online Survey with Google Forms

Information Sources & Behaviors Survey

Fill out this form and when you are done, you can click here to see the responses:

<https://docs.google.com/forms/d/1y2EQICgYw70n2uLiOJvhtl9dVYlbf67xCuQeR24jCYQ/edit#responses>

What was your major field of study (if you have more than one degree, just choose one as your "primary" area of focus)? Choose the closest match.

- ☐ Creative or Performing Arts
- ☐ Literature or Languages
- ☐ History
- ☐ Social Science (including political science, anthropology, archeology, media studies, gender studies, race studies)
- ☐ Business, Management, or Communications
- ☐ Law
- ☐ Health Sciences
- ☐ Natural Sciences, Math, or Engineering
- ☐ Computer Science or Technology
- ☐ Other: _____

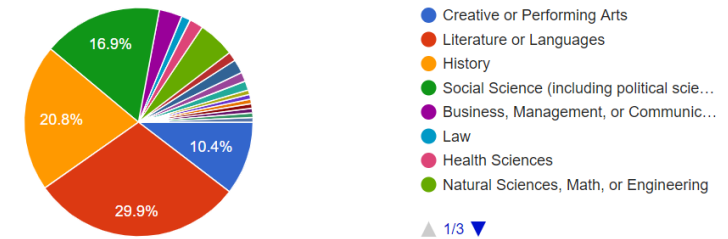
Rate the frequency with which you used the following information sources in your studies

	Always	Often	Sometimes	Rarely	Never
Scholarly articles interpreting evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statistics from Government resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vital records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novels, poems, passages of text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feature films	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

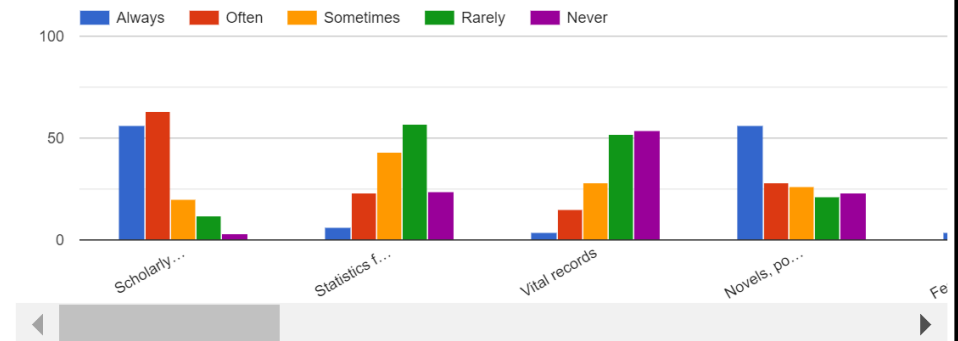
Survey Results

What was your major field of study (if you have more than one degree, just choose one as your "primary" area of focus)? Choose the closest match.

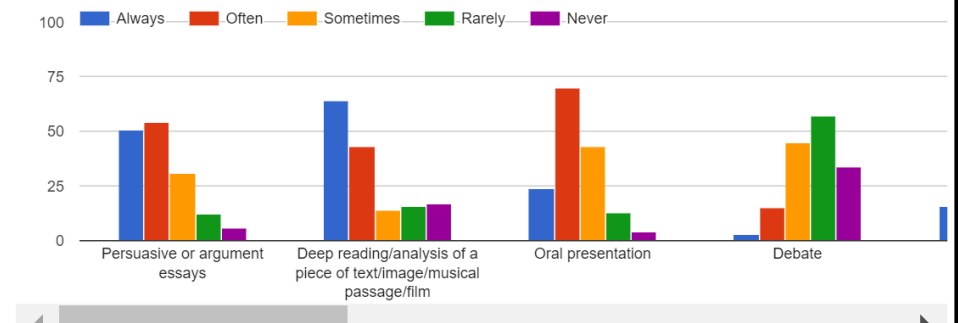
154 responses



Rate the frequency with which you used the following information sources in your studies



Rate the frequency with which you received the following as assignments:



Personal Favorite: Screencast-O-Matic

Videos up to 15 minutes

Screencast, slidecast, and/or webcam

Caption

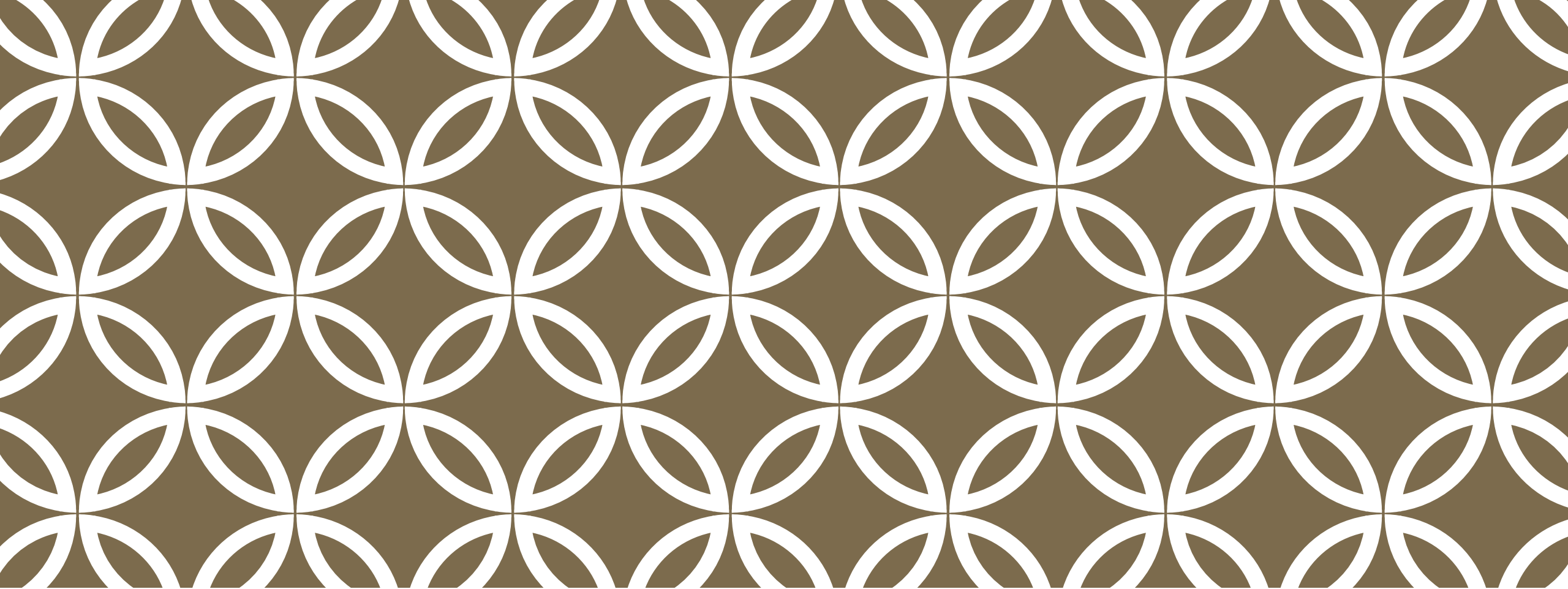
Upload to Screencast-O-Matic or YouTube

Download to desktop





Personal Favorites:
Skitch & Jing |



TIPS FOR ANY FORMAT



Course Communication

Weekly Announcement

Assignment Calendar

Communication Plan

- How to handle urgent messages
- Set expectations for response times and feedback
- Enable peer support, but don't rely on it

Provide Tips for Success

Using Videos

Keep them short

Use videos creatively

- Weekly announcements
- Sum up discussions
- Provide generalized feedback on assignments

Caveats

- Bandwidth
- Accessibility, must be closed-captioned
- Time-consuming (can't be skimmed)

Forum Discussions

Discussions allow for interactivity... but they can get boring!

Go beyond the “respond to this week’s readings”

- Use images
- Provide case studies
- Facilitate a debate

See the Google folder for more discussion tips

Use Your Resources!

Colleagues

Be aware of campus support

Don't forget your librarians!

- Help finding resources
- Remote reference support
- Virtual library instruction
- Resource guides

Flexibility in a Global Pandemic

Add to the Google Doc!
<https://tinyurl.com/ratzmkw>



FINAL THOUGHTS

Do what you can.

Be human first.

You can do hard things!

Thank you
and good luck!

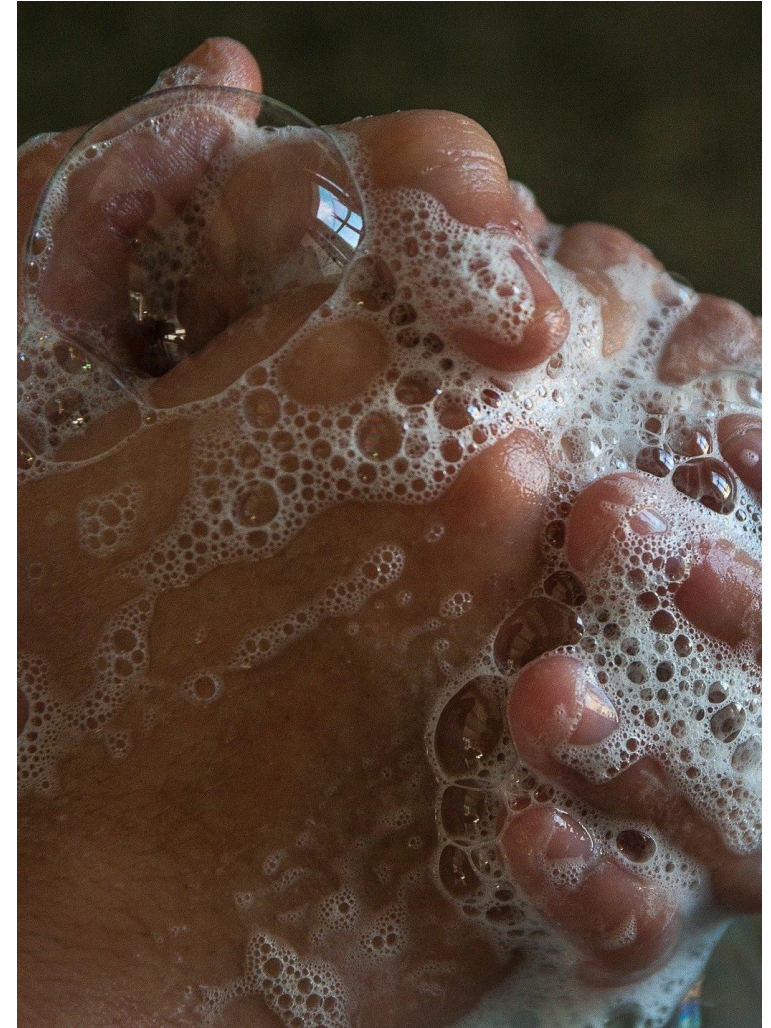


Image [jacqueline macou](#), [Pixabay](#)