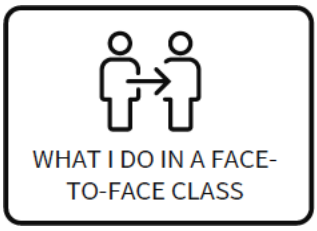
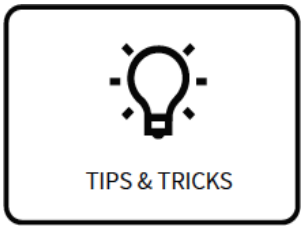
Make the Switch to Online Teaching & Learning

Identify how you communicate with students in the classroom to find ways to do it remotely





I make announcements in class.	• Post announcements with the Blackboard Announcements tool. These announcements also get sent to students via email. • Send announcements via Upstate email.	• Write your Blackboard Announcement ahead of time and delay posting until a specific date and/or time with Date Restriction. • Use multiple channels--e.g., set up a free account on Remind.com to send text messages about your class. Students sign up with one click.
I give verbal instructions about how to do something in class.	• Create a video in TechSmith Knowmia and/or written instructions.	Include a rationale in your instructions--i.e., explain why students are completing each task and show how each task links to the objectives
I ask students to email me with questions.	• Keep doing it! • Microsoft Office 365 and Blackboard both provide email options.	If you have more than one class, ask students to include their name and the course name at the top of their emails. ("Hi Professor! It's Monica Morales from your English 101 class. I have a question about...")
I hold regular office hours. AND/OR I make one-on-one appointments with students.	• Post office hours in Starfish and invite students to make appointments • Use Collaborate Ultra to hold meetings by appointment. • Use Google Voice to hold office hours by phone if your office phone has not been forwarded.	If multiple students show up in the office hours, you can do a group Q&A session. Conversely, you can schedule 10 to 15 minute private appointments and have students sign up in advance on a Word doc online, or a Microsoft Form.

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Make the Switch to Online Teaching and Learning

Identify how you share course materials in the classroom to find different ways to do that remotely

WHAT I DO IN A FACE-TO-FACE CLASS	HOW DO I DO THIS REMOTELY?	TIPS & TRICKS
I give lectures.	• Create videos using TechSmith Knowmia (formerly known as Relay), upload to Blackboard and assign students to watch by a certain date. • Deliver real-time lectures via Blackboard Collaborate. • Record short videos on your mobile devices and share the link with students.	Ask your students about their access to computers, mobile devices and strong Internet connections. Refer them to Student Success for support. Provide alternative means of accessing content if students need them.
I give paper handouts to students.	• Upload handouts in Blackboard. • Create Blackboard content areas. • Link to digital materials.	If you need digital materials, you can find resources created by other teachers at sites like the Open Textbook Library, MERLOT, and OER Commons. Also, explore Affordable Education & Open Educational Resources @USCUpstate.
I assign readings (textbook pages, journal articles).	• Provide clear instructions. • Add a social media element with Campus Pack Blogs, Wikis, and Journals. • Include discussions inside an article using Voice Thread or Perusall	Provide a reading prompt guiding student comprehension, such as key questions to answer.
I give live demos in a lab.	• Demonstrate with images and text. • Upload a video of the lab experiment. • Use TechSmith Knowmia (formerly Relay) to record brief videos.	Provide demonstrations, videos, photos, and other reference materials to guide students through labs.

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Engaging Students

Make the Switch to Online Teaching and Learning

Identify how you assess learning in the classroom to find different ways to do things remotely

	WHAT I DO IN A FACE-TO-FACE CLASS	HOW DO I DO THIS REMOTELY?	TIPS & TRICKS
I facilitate discussions involving the whole class.	• Engage students in a Blackboard Discussion. • Start a discussion thread in email and ask students to "reply all." • Ask students to submit posts and replies via video using Flipgrid, Fuse, or Knowmia. • During a live, video class session on Collaborate, cold call on students or separate them into small breakout groups.	• Reply to students in the discussion thread to ask guiding questions, summarize trends, and keep the conversation going. • Consider sending out "global" feedback in one announcement or email.
I assign small group activities.	• Assign students to a small team with Blackboard breakout groups during live Collaborate sessions. • Use Voicethread to facilitate small group discussions. • Use a separate Word Doc or PowerPoint Slideshow for each group to work on asynchronously.	Make sure your instructions for group work are very clear. Provide scaffolding for students: how should they get in touch? What exactly should each member complete? For example, if assigning a group Word Doc project with four questions, each group member can be responsible for and graded on one question each.
I weave activities into my lectures.	• Use Collaborate (integrated into Blackboard) to record a live class session or record a lecture and post for students to view later. • Use Knowmia to give lectures, record yourself talking and sharing your screen.	• Keep recorded lectures short and sweet (no more than 10 minutes if possible). Follow up with survey, quiz or discussion to gauge comprehension. • Share the recorded link with students after (via email or Blackboard) to keep students who were unable to make the synchronous meeting in the loops.
I poll students in class. OR I collect student feedback.	• If you have live sessions on Collaborate, use the Chat or Poll feature to ask questions. • If you record your lectures for students to view on their own, use an embedded quiz within Knowmia, Poll Everywhere, Answer Garden, or a Microsoft Form to ask questions. • Collect student feedback with an anonymous, ungraded quiz in Blackboard or use a fun, visually appealing app like Padlet. • College survey responses in Microsoft Forms.	Once you collect the feedback, respond! You can do a short video or text response synthesizing the feedback you received.

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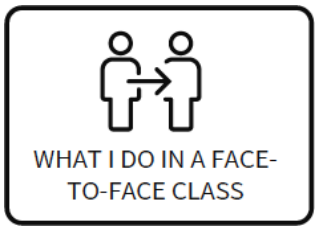

I give proctored quizzes / exams in a classroom.	• Blackboard quizzes, proctoring tools such as Lockdown Browser and Respondus. • Use apps like Kahoot to gamify your quizzes.	• There are pedagogical and technical strategies to prevent cheating on tests. • Use many low-stakes quizzes to check student comprehension. • Use announcements to provide global feedback/share resources that address gaps.
I assign student presentations.	• Set up a Google voice and have students call or leave voicemail. • Use VoiceThread. • Use Flipgrid if videos are less than five minutes; use Knowmia for longer presentations. • Check out Adobe Spark. It's fun and easy to use :). Students can add images, music and narrate the slides with their voice. • Recording video or audio in Collaborate, Fuse, or Knowmia assignment or discussion. • Consider using PowerPoint, Prezi, or Sway.	Provide students with options and alternatives for how to record and submit their presentations.
I assign lab practicum work.	• Link to a virtual lab or simulation such as Anylogic PLE, PhET, Mathematica, Harvard's LabExchange, or Harvard Business Publishing Education.	Break the lab experience into component parts--setting up experiment, interpreting data, reporting results--and assess the part(s) that align with your learning objectives.
I assign essays.	• Ask students to submit essays via the Blackboard Assignment tool. • Use the SafeAssign tool to check for plagiarism.	Depending on the technology you use, make sure you share lots of tutorials and guidance for students about how to upload, post or send essays as attachments.

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