Tips for Moving Coursework Online in Emergency Situations

With the sudden cancellation of classes at USF due to the unhealthy air quality, the USF Instructional Design team, by request of the Provost office, has developed the following tip sheet to assist faculty in moving coursework online.

✔ Share Online Coursework through Canvas

Tool - Canvas LMS

Online coursework should be shared with students via Canvas, our Learning Management System. All courses have Canvas course shells already set up, with you and your students enrolled. You can access Canvas and your course shell through the MyUSF Portal - https://myusf.usfca.edu/dashboard (Webpage)

✔ Create Online Coursework with Canvas, Zoom and other Instructional Technologies

Turn Lectures into Audio Lectures

Tool - Canvas Record/Upload Media Function (Within Canvas Pages)

By audio-recording your lecture, you can provide students helpful context and examples to compliment your powerpoint slides. Audio-recordings can be created directly within a Canvas **Page** using the **Record/Upload Media** Function.

Related Resources
How to record audio in a Canvas Page: How do I record an audio file (Webpage)

Turn Lectures into Video Lectures

Tool - Powerpoint Record Slideshow Function

If you use a PC, you can record your PowerPoint presentation using the **Record Slideshow** function, and then export it as a video.

If you use a Mac, please reference the following tip sheet for converting your PowerPoint presentation to movies: *How to Convert Powerpoints to Movies (PDF)*

Tool - Zoom Record Function

Zoom, USF's video conferencing tool, can also be used to record lectures using the **Record** function in a Zoom **Room**. Once a recording is complete, you can share the link with your students via a Canvas **Page**.

Related Resources
How to record video using Zoom: Recording Presentations in Zoom (Video, 08:22)

Tool - Canvas Record/Upload Media Function (Within a Canvas Page)

Similar to audio recordings, video recordings can also be created directly within a Canvas **Page** using the **Record/Upload Media Function**.

Related Resources
How to record video in a Canvas Page: How do I record a video (Webpage)

An Important Note Regarding Uploading Video Files to Canvas
The video upload size limit on Canvas is 500MB (about 20 minutes or less in duration). Rather than uploading large video files to the **Files** area in Canvas, as this can max out your course storage, consider uploading video files to your **Google Drive** and sharing the link with your students via a Canvas **Page**.

An Important Note Regarding Course Accessibility
When transitioning coursework online, it is important to consider the needs of students with different abilities. The following resources are available to assist you in developing accessible coursework:
How to create accessible documents: Creating Accessible Documents (Webpage)
How to create accessible videos: Making Your Online Coursework Accessible to all learners: Captioned Videos (Webpage)

Enable Student to Student Interaction through Discussion Forums

Tool - Canvas Discussions

Setting up discussion forums is an excellent way to replicate online the dialogue that typically happens between students in class. Consider moving your in-class discussion questions into discussion forums in Canvas. As an assignment, have students reflect, respond, and then respond to each other's responses.

Related Resources
Benefits of a Discussion Board **-** The Power of Discussion Boards (Webpage)
How to Create a Discussion Board - How do I create a discussion as an instructor (Webpage)

Enable Group Work through Zoom and Google Docs

Tool - Student Zoom Accounts and Zoom Breakout Rooms

Zoom can be used in the following ways to support online student group work:

1). As part of an online synchronous class - Instructors can break students participating in a synchronous class into breakout groups using the **Breakout Rooms** function.

2). On their own - Students can use their own **Zoom** accounts to meet with one another in small groups. If using this method, we suggest asking students to screenshot their online session as evidence of the meeting or record the session so you can review and provide feedback.

Tool - Google Docs

As part of an online group work session, students can use **Google Docs, Spreadsheets and Presentations** to collaborate real-time with one another. Student participation in shared documents can be viewed in the **Version History**.

Related Resources

How to Create Breakout Rooms - Getting Started with Breakout Rooms (Webpage)
How to use Google Drive - Google Drive Cheat Sheet (Webpage)

✓ Organize and 'Chunk' Related Online Coursework in Canvas

It is recommended to use a combination of Canvas **Pages** and Canvas **Modules** to organize and 'chunk' related lesson materials in order for students to understand their relationship and find them easily.

Tool - Canvas Modules

Modules allow you to easily group a number of online course materials into a single section (e.g. a week or lesson) in Canvas. A module might include a lesson introduction, a discussion forum, an assignment and a quiz.

Tool - Canvas Pages

Pages can also be helpful to group course materials - particularly links to other resources - and provide necessary context. For example, you might include a lesson introduction with links to web resources and a video within a Canvas **Page**.

Related Resources

How to use **Pages** in Canvas: Canvas Pages Overview (Video, 07:18)
How to create **Modules** in Canvas: Canvas Organize Your Course With Modules (Video, 07:55)

✔ Communicate with Students Using Canvas and Zoom

Send Real-Time Announcements

Tool - Canvas Announcements

You can communicate with your students through Canvas using **Announcements**. Announcements sent through Canvas are immediately broadcasted to all of your students via their USF email.

Host an Online Synchronous Class

Tool - Zoom

Rather than cancelling class, you can host an online synchronous class session using Zoom. If you are planning to do this, make sure you and your students have Zoom installed and tested prior to your class session. We also recommend establishing some online class etiquette. You can find an example here: Example Netiquette Policy (Google Doc)

Through Zoom, you can share slides, take students' questions by audio or in a discussion format, see your students' faces, and record your class session for repeat viewing or for those not able to make the class.

Host Online Office Hours

Tool - Zoom

In the absence of hosting face to face offices hours, you can leverage **Zoom** to host online office hours. Consider hosting your office hours at the same time as usual and provide students with a link to your personal **Zoom Room**, where they can either pop in at any time during this time or organize a special appointment with you.

Related Resources
How to set up your Zoom account and use Zoom: ETS Zoom (Webpage)

✔ Consider What Constitutes In Class Time

At this point in time, USF does not have a policy outlining what coursework constitutes in class versus out of class time. However, you can use the following as a guide:

In Class Time - In class time is defined as direct faculty interaction or facilitated learning. Examples of online in class time include: Participating in online discussions; participating in facilitated online group work; short term projects and learning activities; reading instructor's

feedback; listening to audio lectures; viewing lecture video and lecture notes; viewing videos, links to external website and other course materials associate with lectures; completing quizzes and exams.

Out of Class Time - Reviewing online course materials; completing writing assignments; completing miscellaneous assignments; studying and preparation time.

✔ Bridging Online and Face to Face Class Sessions

Once your students return to campus, consider making time during your next face to face class to discuss the online coursework and answer any questions students might have.

Need Additional Assistance?

There are a number of online course design and instructional technology resources available to you at the following links:

- ETS Training Documents - https://myusf.usfca.edu/ets/training-docs (Webpage)
- ETS Instructional Design Resources - https://myusf.usfca.edu/ets/id-resources (Webpage)

If you would like further consultation on the best way to provide content for your students during this time, please contact an Instructional Designer by filling out a request form at: ETS Request a Consultation Form - https://myusf.usfca.edu/ets/requests (Webpage)

For technical questions, training and support regarding Canvas, Zoom or other instructional technologies, please contact the ITS Help Desk at https://usf.service-now.com/usf (Webpage) or the Instructional Technology and Training team at itt@usfca.edu (Email address).