

Your First Week of Online Teaching

in five easy steps



1

Make a plan



Review and update your syllabus so that it reflects an online approach to teaching your course.

2

Stay connected with students



Decide how to hold office hours and how you will stay connected to your students.

3

Build content & activities for one week of classes



Choose your content and create a combination of brief lectures, readings and activities as determined by the current plan for your course.

Consider breaking this down into individual lessons that each represent one normal class day during this first week of teaching online.

4

Create an assessment



Online teaching requires online testing. Decide now how you will assess your students and create an online assessment/quiz.

Consider making this a formative practice quiz if you have never used online testing before or if your students are unfamiliar with online learning.

5

Test it out

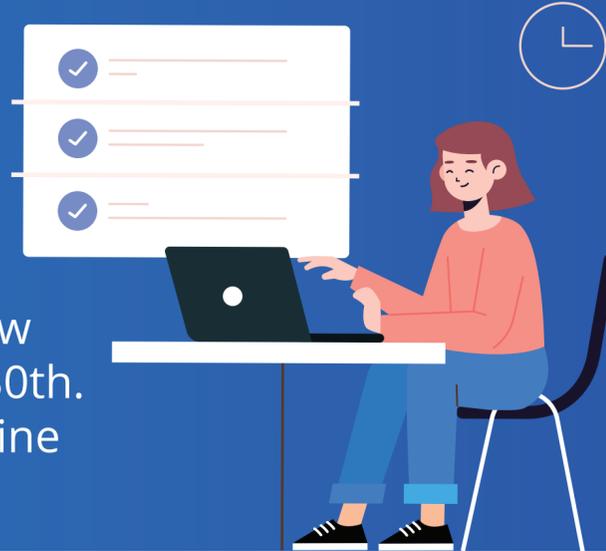


Look at your course as a student would see it.

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timeline and checklist

If you have limited iCollege experience, the process to prepare to teach online may require more time than anticipated. Follow the timeline below to meet the requirement to have one week's worth of online courses ready to launch by Monday, March 30th. You will report your progress regularly to your department chair and submit relevant verification. Out of necessity, the timeline begins during spring break to allow sufficient time for completion.



March 19: Make a plan

- I have reviewed and updated my syllabus for online teaching and posted it to iCollege.
- I have posted a welcome message.

March 20: Stay connected with students

- I have posted my plan for how I will stay connected with my students via virtual office hours and email.
- I have also added this updated plan to my revised syllabus.
- I have communicated with my department chair and verified that I have completed all tasks this week.

March 24: Build content & activities for one week of classes

- I created and posted the required content for the first half of the week for all of my courses for the week of March 30th.

March 26: Create an assessment plan

- I have determined how I will assess my students and have created an online quiz/assessment.
- I have created and posted the required content for all remaining class sessions meeting the week of March 30th.

March 27: Test it out

- I have reviewed each of my courses using the demo student impersonation feature and verified that everything is clear and easy to navigate from the student perspective.
- I have communicated with my department chair and verified that I have completed and uploaded the required content for the week of March 30th and am prepared to teach all of my courses online.