



Faculty Guide: Transition from Campus to Online at Thanksgiving

From Thanksgiving break to the end of the Fall 2020 semester on December 18th all Ball State University courses will be online. The [Division of Online and Strategic Learning](#) is here to support you with your teaching needs and provide this helpful guide with recommendations and resources for thriving during this time online.

STEP ONE: Prepare for your modality

Ideally, your online instruction will be asynchronous, but may include synchronous elements if they are necessary to meet learning objectives. Be sure your students know what you expect from them and what they can expect from you, including when your office hours will be, and how to access resources and technology needed to complete the semester.

Consider the following checklist as you determine the best approach for you, your students, and your course. Assess your delivery plan for the final two weeks. Determine how Canvas will become your classroom. Determine if (and how) you will use a video conference tool as well as other considerations for teaching online.

- I have determined the modality of my course.
- I plan to deliver some or all my content **asynchronously**.
 - I have practiced asynchronous delivery of content to students.
 - My students have accessed video content for my course before.
 - My students have accessed other course materials from me online.
 - I have stated clear goals and expectations for asynchronous interaction with my students.
- I plan to deliver some or all my content **synchronously**.
 - I have practiced synchronous delivery of content to students.
 - My students have participated in a Zoom room or another video conference platform (WebEx, MicrosoftTeams).
 - I have stated clear goals and expectations for synchronous interaction with my students and have a backup plan if my technology or Internet does not work properly.

- For students who cannot attend synchronous interaction, alternative opportunities for interaction with the material or with instructor will be made available.
- I plan on using Canvas to engage and communicate with my students.
 - I plan on using discussion boards in Canvas.
 - I plan on posting announcements in Canvas.
- I plan on using Canvas to structure the last weeks of the semester.
 - I plan on using modules in Canvas.
 - I plan on having students submit assignments in Canvas.
 - I plan on assessing students with tests or quizzes in Canvas.
 - I plan on using the gradebook in Canvas to communicate grades and assessment notes to students.

No matter the modality, we strongly encourage that you conduct a dry run with your students prior to Thanksgiving break. We can provide guidance regarding certain technologies such as Zoom and Canvas. Email strategiclrn@bsu.edu or call 765-285-1763.

You may also contact the Technology HelpDesk at bsu.edu/helpdesk or by calling 765 285-1517. For Canvas-related assistance, please press “2” when calling or choose the “Report an Issue” button on the HelpDesk site.

Resource: “Slow or No” Internet Survival Guide

STEP TWO: Set your expectations

Focus on your curricular goals. Begin by revisiting the original objectives that you set forth for your course. You can still facilitate meaningful learning for students while online. Determine which goals you still need to accomplish this semester, and how you would like your students to achieve those expectations in your online classroom. Review your syllabus and focus on activities students need to experience before the end of the semester.

STEP THREE: Prepare a clear communication plan

Communicating with students is critical in any classroom modality, but particularly in the online classroom. It is important to be explicit with directions and guidance for online students. You most likely have established a communication plan for the semester, but this is a good time to review it with your students.

Resource: Create a Communication Plan

Resource: Virtual Office Hours Sample Language

STEP FOUR: Prepare to keep teaching

Recorded, short lectures can be a great way to help students accomplish course learning objectives in meaningful ways in the online classroom space. Housing those recordings, along with other learning materials in your Canvas course is a good way to keep everyone on track. Get into the habit of reviewing your Canvas course in “Student View” to ensure that exams, assignments, and modules are published and visible to students.

[Resource: Online Teaching Rules of Thumb](#)

[Resource: Getting Started with Mediasite](#)

[Resource: Accessibility Resource Guide](#)

STEP FIVE: Prepare to engage students

Even though you won't be face-to-face with students, there are ways to engage them in dynamic ways. Explore strategies for humanizing the online classroom as you plan engaging and meaningful activities for students.

[Resource: Is My Assignment Ready?](#)

[Resource: Engage Students in Readings and Microlectures](#)

[Resource: Actively Engaging Students in Asynchronous Online Classes](#)

STEP SIX: Prepare to assess meaningfully

In addition to planning meaningful and ongoing instruction, we must also consider assessment strategies for the online classroom space. Stay abreast of [important grade submission deadlines](#).

[Resource: Providing Quality Feedback](#)

[Resource: Adding Quiz Questions to Mediasite](#)

[Resource: Turning on the Respondus Monitor Tool](#)