

On-Campus to Online

The Otis Way

You've been teaching a course in a traditional face-to-face (F2F) classroom for years and now you must go online and have no idea where to start.

Don't worry - the Teaching/Learning Center staff are here to help you! Below are some top tips and tricks.

STEP 1: Have A Plan

Go back to the basics and look at your course objectives in your syllabus.

- What do you want students to learn?
- What do you want students to do (the projects/activities)?

Then think about what content you need to provide to help students achieve that learning and accomplish these tasks.

Think About Your Role

How much time can you give to the class? Be realistic and determine the level of engagement and interaction.

- Do you want the students to work independently or do you want to web-conference with students through Zoom?

Gather The Content You Need

Don't overdo it. Be practical. Think about what information students need to accomplish the tasks and provide that. **Keep it simple!**

You can use video, pictures, written instructions, or a combination of all of the above. Use what exists already if you can rather than adding to your workload trying to duplicate or recreate information that already exists online.

Think about the resources you already provide in your on-campus class for example. Are some of those same or equivalent resources available digitally? Use those too.

STEP 2: Build It

Go to O-Space, the Nest, or even Google Drive to share this digital content with your students. Think about the tone and approach.

Students online are far more responsive to a conversational/friendly tone. Think about the workflow. How do you want students to go through your content and complete the required tasks?

Make sure your content is clear and easy to read. We all like visuals so use images and videos when appropriate. Use lists and shorter paragraphs to make online reading easier.

Think about what you do in the classroom to make a topic interactive and engaging – discussions, active participation, group/partner assignments, etc. Just because you're moving the course online doesn't mean you must give these things up. Check out some of these other tools you can use too: <https://otis.libguides.com/tlc/technology-tools>.

STEP 3: Engage

Communicate with students. Answer their questions. Students can feel extra anxious since they don't have you on hand like they do when on-campus. Knowing you are there virtually can alleviate anxiety.

We don't expect you to be available 24/7. Set boundaries. For example, use phrases like "I will respond to all emails within 48 hours." "I prefer you to contact me . . ."

STEP 4: Respond

Don't expect things to go smoothly. Be adaptable. If something isn't working out - try something else with your students until it works.

Always be on the look-out for new tools and techniques to make the course the best it can be, just as you would in a F2F course.

