

Adapting Your Classroom Practices to Online

I WANT TO...	Action	How To Do Online	Tips and Tricks
Communicate with Students	Make a Class Announcement	<ul style="list-style-type: none"> ● Canvas Announcement ● Remind.com 	<p>Write messages ahead of time and delay posting/sending. Announcements can be delayed in Canvas as well as with most email services.</p> <p>Consider using a free 3rd party service like Remind.com for text message reminders for you and your students about your class</p>
	Give Verbal Instructions, Lecture or a Demonstration	<ul style="list-style-type: none"> ● Video recordings ● Screencast-o-matic ● Written instructions 	<p>When giving instructions, include a rationale in your --i.e., explain why students are completing each task and show how each task links to the objectives</p> <p>Remember: video is not always the best option. Sometimes simple screenshots with the Snipping tool or some labeled sketches in Google Drawings is the easiest way to communicate to students. Don't forget about the powerful capabilities of smartphones for quick photos/videos.</p>
	Hold Regular Office Hours	<ul style="list-style-type: none"> ● MS Teams, Zoom ● Google Meet ● Canvas Chat 	<p>Video conferencing is good for short, one-on-one meetings. Be sure to use a mix of communication tools available (like the Chat app in Canvas) to answer quick questions. Talking things out can be helpful though, even without video, so services like Google Voice make that possible for students who need it.</p>
Share Course Materials	Give a Handout	<ul style="list-style-type: none"> ● Upload Canvas 	<p>Keep files organized. Create pages in Canvas or link to outside digital materials.</p>
	Assign	<ul style="list-style-type: none"> ● Set tasks 	<p>Provide questions for students to answer or specific sections/quotes to write about</p>

	Reading		
Facilitate Learning and Engagement	Class discussion	<ul style="list-style-type: none"> • Canvas discussion • Ask students to “reply all” to email • Flipgrid video posts and replies 	<p>Reply to students in the discussion thread to ask guiding questions, summarize trends, and keep the conversation going.</p> <p>Don’t feel like you must reply to each student. You are a “guide on the side” in an online classroom, not the “sage on the stage.” Let students learn from one another and allow them to extrapolate advice from your comments to others. If you see major trends in student responses, you can address many of them in a single response by simply referring to multiple students by name.</p> <p>Consider sending out “global” feedback for the class as a whole in one announcement or email.</p>
	Assign small group activities	<ul style="list-style-type: none"> • Canvas groups • Voicethread • Google Docs 	<p>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?</p> <p>Voicethread allows groups to comment on shared media. This is useful for having students discuss/annotate outside audio/video material as well as prerecorded lectures.</p> <p>Google Docs is a great way to have students collaborate and to monitor their progress. Be sure to create a Google drive folder for your class as well as folders for any recurring teams that work together.</p>
	Receive feedback	<ul style="list-style-type: none"> • Google form • Padlet 	<p>Once you collect the feedback, respond! You can do a short video or text response synthesizing the feedback you received.</p>

Assess Student Work	Give exams	<ul style="list-style-type: none">• Canvas quiz• Google forms• Kahoot	<p>Use many low-stakes quizzes to check student comprehension. Use announcements to provide global feedback/share resources that address gaps.</p> <p>Apps like Kahoot offer fun “gamified” ways to use quizzes</p>
	Have students demonstrate they can....	<ul style="list-style-type: none">• VoiceThread• FlipGrid• Adobe Spark	<p>Provide students with options and alternatives for how to record and submit their presentations--Canvas allows for AV uploads. Adobe Spark is fun, easy, and students can add images, music and narration</p>