

Getting Started Teaching online

You have been assigned to teach online, now what?

Step 1- Syllabus Design and Consultation

The Center for Teaching Excellence (CTE) will work with you to equip you with knowledge of the fundamentals of online teaching best practices so that you are able to create or revise the online or hybrid course for which you are assigned to teach.

During your consultation with CTE, you will be able to:

- Articulate the differences between teaching face-to-face (F2F) and teaching online
- Discuss the advantages and disadvantages of asynchronous and synchronous discussion
- Learn best practices on how to promote participation, engage student learning and develop an online community through collaboration using both synchronous/asynchronous tools
- Acquire new ideas for how to format and conduct your course
- Determine how your assignments can fit into an online course: what tools, software, activities, assessment to use
- Design your course to take advantage of teaching and learning online
- Update your syllabus

Step 2- Technology Training

The Office of Technology Management (OTM) will assist you in adding your activities, tasks, assessments in Blackboard using many of the tools available to you (Blogs, Discussion Board, Simulations, Video Lectures with CourseCast, etc)

Once your syllabus is updated and tailored to the online format, make an appointment with Cheryl Cairra, Instructional Technologist.

During your technology [training](#), you will be able to:

- Learn about our Learning Management System (Blackboard)
- Train in Collaborate (web conferencing tool) and CourseCast (video lecture tool)
- Identify the Blackboard tools best suited for your activities, tasks, assignments, assessments
- Implement your activities in your units using different tools available

For more information, visit the [Training](#) page

Step 3- Use Online Teaching Resources:

There are an ample amount of online teaching resources available at your disposal. Below you will find some links that will provide you with an overview on online teaching. Please visit the [Faculty Resources' page](#) to find more information.

- [Planning your online class](#)
- [Teaching using scenario based simulations in Second Life - Case study](#)
- [Active Learning with PowerPoint](#)
- [Online Teamwork and Collaboration](#)