CATL Weekly *Special Edition*: March 24, 2020

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A message from CATL Weekly

CATL WEEKLY — CENTER FOR ADVANCING TEACHING AND LEARNING — UWL

March 24, 2020

CREATE CONTENT AND ENGAGEMENT.

It's Tuesday.
Let's focus on creating material and engaging with students.
Let's frame the importance of engaging with students. UWL is approved by Higher Learning Commission, our main accrediting body, for distance education. UWL must also meet this definition "...instructors must initiate substantive communications with students, either individually or collectively, on a regular basis."

THE SUPPORT TODAY.

These are the drop-in hours and webinars CATL is hosting today.

Join us.

- Creating Engagement in Online Courses
  Keep Teaching Webinar
    - 9 to 10 a.m. Tuesday, Mar. 24

- Creating Content Online: Resources, live sessions, and pre-recorded lecture
  Keep Teaching Webinar
    - 2 to 3 p.m. Tuesday, Mar. 24

- [Keep Teaching Drop-In Hours](#)
  Virtual Meeting
  - 7 a.m. to 5 p.m. Tuesday, Mar. 24
  - 6:30 to 10:30 p.m. Tuesday, Mar. 24

ENGAGE REGULARLY WITH STUDENTS.

- Hold virtual office hours with video. Tell your students when they will be. Encourage them to attend.
- Use [Canvas tools to communicate](#) with students in a centralized place.
- Use online [discussions in Canvas](#) but don't make them busy work. Create meaningful discussion prompts to allow students to explore course materials asynchronously.
- Consider adding an 'off topic' or 'coffee talk' discussion in case students want to have more social interactions with classmates.
- Respond to student emails in a timely manner.
- Review the [Keep Learning](#) site and share it with your students.
- Share your plan for how the course will be run, your expectations, and how/when they can reach you.
- Remember not all students will have continual or reliable access to the internet. Plan engagement accordingly and provide options for students.
- Be flexible. Be kind. Be engaged. Be responsive.

CREATE OR CURATE KEY CONTENT.

Pre-Recorded Lecture

- Create sections of your lecture in advance for students to view when is best for them in regards to schedule, internet access, etc.
- These recordings can include audio, video and/or screencapture (talking about something on your screen - usually PowerPoint).
- These videos should be short -- 10-15 minutes (maximum).
- If you're looking for a tool to do this, try MyMedia Kaltura in Canvas. Here's a [step-by-step guide](#). Of course, if you're using something else that works for you, then stick with it.

Live Sessions via a Web-Conferencing Software

- Live class meetings are a good way to connect with students. They are beneficial for office hours, small group meetings, or one-on-one

meetings.

- Live sessions do create a barrier to access for many students with regards to internet access, as well as captioning.
- Record the live session and do not penalize students for an inability to access the materials live.
- If you're looking to get started with a tool to do this, try Collaborate Ultra (in Canvas). If you're using WebEx (outside of Canvas), that is ok too! Your choice.

Add Existing Materials

- Don't recreate if you don't have to! Many resources exist already and can be added to your Canvas course.
- Murphy Library has a variety of e-resources you can add to your course. (And, they'll still do library instruction!)
- External tools are available in your Canvas courses and many include content such as publisher materials to augment your own content, as well as Khan Academy, TedEd, Vimeo, YouTube, and more.
- Check out some options with Open Educational Resources, too.

NOTE: More tips and links on Keep Teaching and Guiding Principles for Online Teaching.

BREAK IT APART.

You are strongly encourage to think about asynchronous ways to offer your courses online, supported by some synchronous offerings. The combination allows students to have guided learning on their own time, as well as well as a chance to feel a sense of community and support from you and their peers in a live setting, as available.

Asynchronous courses can be offered in Canvas and are best accomplished by breaking your content into smaller sections and approaches to meet the course objectives using modules in Canvas. **Need to see what that looks like in Canvas? Enroll yourself in this Canvas course with example modules.**

ASK ANY QUESTION.

When in doubt, ask! No question is a silly question. We're here for you!
Send us an email or submit a question via our website. We are ready to respond.

- Are you overwhelmed by technology choices? Ask and we'll give you our opinion about what is best for your situation.
- Want to consider various approaches for an assignment or assessment? Ask and we'll help you brainstorm options.
- Want to know how to do something specific in Canvas? Ask and we'll walk you through it.

Visit our website

uwlax.edu/catl/

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