

CONTINUITY OF INSTRUCTION CONDUCTING YOUR CLASS ONLINE

VERSION 1 | JULY 2014

You can use myCourses and other RIT-supported online technologies to conduct learning, assessment, and course management activities when on-campus classrooms are unavailable to you and/or your students:

<u>myCourses</u> Tools	Strategies
<u>Discussion</u>	Enable students to communicate with you and each other asynchronously (anytime, anyplace) by creating one or more “threaded” discussion. For example, create one forum for general Q & A (like students raising their hand in a classroom), another for instructor- or student-generated questions about the readings, and one for each small group to facilitate their research and collaboration.
<u>Dropbox</u>	Gather homework assignments, provide feedback, and return assignments to students. All files submitted to a Dropbox are logged and organized by assignment and student.
<u>Quizzes & Surveys</u>	Create a wide variety of questions for a quiz or survey: multiple choice, fill in the text, long text response, and more. Surveys can be set for anonymous responses.
<u>Grades</u>	Record and comment on student scores, track student grades, and calculate final grades. Publish scores to students to view securely online.
<u>Adobe Connect</u>	Conduct semi-synchronous (same time, different place) lecture-discussions though this web-based communication tool that allows faculty and students to quickly and easily share presentations, desktop materials, and other information over the Internet.
<u>Video Tools</u>	Create or leverage existing video materials to deliver instruction. Desktop tools such as Camtasia and Snag-It allow you to record your own narrated PowerPoints, software demonstrations, and other voice- and text-annotated course materials. You may also request that published video titles be purchased, captioned, and hosted on a secure RIT video server.

COMMUNICATING WITH STUDENTS ONLINE

Determining at least two “back up” channels of communication, early on for you and your students is a good practice. Consider some of the following methods and tools as alternative communication options if you have not already implemented them in some way for your courses:

Utilize the myCourses' News or Classlist tools

The myCourses courseware management system's Classlist and News tools allow you to push out important news and updates in one step. The [News](#) tool, located on your course home page, is a central, highly visible location within myCourses for posting announcements to students. Through the [Classlist](#), you can quickly draft and send email messages externally to each student's RIT email address.

Create an email or phone distribution list*

At the start of the semester, ask if your students have an alternative email or phone number they are comfortable sharing with you. This can be a secondary form of communication should standard RIT email or Information Access Center not be accessible for a period of time.

*Before deciding on the use of social networking tools or external email as communication methods, check for compliance with [FERPA](#) and RIT policies related to [student privacy](#).

Leverage Social Networking Tools*

Consider popular social networking tools such as [Facebook](#), [Twitter](#), or [Google+](#) as methods for quickly sending and receiving news, updates, or changes among you, your students, and others affiliated with your course such as graders or TA's. Consider exploring options for restricting and managing access to these for your class such as creating a [Facebook group](#), Twitter [privacy settings](#), [GroupTweet](#), and [Google+ Communities](#).