Welcome to Planning and Preparing Your Online Course

Before we get started:

1) Open the Collaborate panel (bottom right of screen)

2) Click on the gear icon for settings

3) We will do periodic audio tests before we begin.

Controls: Please keep your microphone muted.

Chat: We will be monitoring the chat for your questions and comments.
Planning and preparing your course

William Heikoop and Justin Fletcher
April 2, 2020
In this webinar:

1. Identify readiness and select a path of content sharing and/or creation

2. Select tools and methods to move content, assessment, and learning activities online

3. Create or adapt a Quercus course template designed for online interaction

4. Navigate Quercus support resources
Readiness to teach online
Readiness poll

I have experience in online learning as a student or instructor.

I feel confident using Quercus to organize and structure my course.

I feel ready to teach remotely/online.
When moving remote/online...

- Communicate clear objectives
  - Be intentional and communicate clearly

- Explore assessment redesign
  - What can be moved online and what needs to be adapted?

- Explore activity choices
  - Give explicit instructions and specify expectations

- Lecture asynchronously or synchronously
  - What can or should be done live?
# Modes of delivery

<table>
<thead>
<tr>
<th>Asynchronous</th>
<th>Synchronous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary: Knowledge transfer or demonstration</td>
<td>Primary: Class discussion or participation</td>
</tr>
<tr>
<td>Small chunks of content</td>
<td>Content requires longer explanation</td>
</tr>
<tr>
<td>Larger class size (50+)</td>
<td>Smaller class size (&lt;50)</td>
</tr>
<tr>
<td>Not time sensitive</td>
<td>Time sensitive</td>
</tr>
</tbody>
</table>
Tools for teaching online
QUERCUS
The University of Toronto’s Academic Toolbox
QUERCUS

The Academic Toolbox helps you...

Organize content
Connect and communicate
Assess student work and provide feedback
Teach from a distance
QUERCUS

Make available:
- Syllabus
- Readings
- Videos
- Assignment descriptions
- Rubrics and guidelines

Teaching with Quercus tip:
Contact your Liaison librarian

https://onesearch.library.utoronto.ca/news/get-help-libraries-your-online-teaching-learning-and-research
Organize content

Quercus Modules
- Upload files
- Add pages
- Link to URLs, videos, Library resources
- Provide access to: Quizzes, Discussions, Assignments, etc.
Quercus Pages
- A “built-in” Microsoft Word
- Rich Content Editor
- HTML Editor
QUERCUS

Organize content

Course Home Page

Choose Course Home Page

Select what you’d like to display on the home page.

- Course Activity Stream
- Pages Front Page Welcome! [Change]
- Course Modules
- Assignments List
- Syllabus

Cancel  Save
Teaching with Quercus tip: Course tour

https://www.youtube.com/watch?v=Re-3bPMVVcA
Quercus

- Communicate to students
- Interact with students
- Facilitate collaboration among students
Hi all,
This is a reminder that we'll be having a guest speaker during tomorrow's live session on Blackboard Collaborate Ultra.

<Speaker name>

<Speaker bio>

Please come prepared with a question you'd like to ask <name>!

See you tomorrow,

Prof. F

This announcement is closed for comments.
QUERCUS | Connect and communicate

Conversations (Inbox)
Connect and communicate

Online Discussions

Welcome to our course!

Please use this discussion board to introduce yourself to the course. For your introduction, answer the following questions:

1. What fictional world would you want to live in and why?
2. What is your ultimate guilty pleasure (movie? hobby? food?)
3. Recommended a book we should all read (alternatively, make a podcast recommendation)

Your response cannot be text-only! Please include one of the following:

- Video clip
- Audio clip
- Text + photo (not necessarily of you, but something that is meaningful to you)

Have some fun with this and be sure to respond to at least 2 other people's replies.

Teaching with Quercus tip:
Icebreaker discussions
Office 365
- Share documents
- Collaborate and edit
QUERCUS

Organize content

Assess student work and provide feedback

Academic Toolbox

Connect and communicate

Teach from a distance

- Accept student work (file uploads, quiz/exam)
- Provide feedback
- Assign grades
- Calculate final grades
Assess student work and provide feedback

Assignments

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads
Assess student work and provide feedback
Assess student work and provide feedback

Quizzes and Surveys

Teaching with Quercus tip: Mini-quizzes
Assess student work and provide feedback

Gradebook

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Reflection Out of 100</th>
<th>Paper Proposal Out of 30</th>
<th>Papers 45% of grade</th>
<th>Quizzes 20% of grade</th>
<th>Exams 35% of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>training25 blackboard</td>
<td>50</td>
<td>27</td>
<td>90%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>training24 blackboard</td>
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<td>26</td>
<td>86.67%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>training22 blackboard</td>
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<td>-</td>
<td>50%</td>
<td>-</td>
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<tr>
<td>training1 blackboard</td>
<td>-</td>
<td>14</td>
<td>46.67%</td>
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<tr>
<td>Test Student</td>
<td>-</td>
<td>26</td>
<td>86.67%</td>
<td>-</td>
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</table>
QUERCUS

Organize content
Connect and communicate
Assess student work and provide feedback
Teach from a distance

Academic Toolbox

- Teach synchronously via webinar
- Pre-record lectures
Teach from a distance

Teaching with Quercus tip: Lecturette
Teach from a distance

Teaching with Quercus tip: Online office hours
Quercus course templates
Example Courses

In order to give individuals creating courses in Quercus some ideas for what can be created in Quercus the following public sites have been provided as examples. These courses represent courses created at the University of Toronto as well as other institutions that use Canvas to power their Learning Management Engine (LME).

Example Courses in Quercus

Example Remote/Online Course Template Will Heikoop - Online Learning Strategies (OLS) U of T

This course is an example of a fully online course. It includes tips and strategies, as well as some resources to help you be successful in this mode of learning. It includes an online student resource called Taking An Online Course Right For Me.

Download this Course Package

Download the course template package for uploading into your own Quercus website/shell. Review the step-by-step instructions on how to import a course package to your course.

INFO 101: Research Essentials Zoe Fisher - Pierce College U of Colorado

This course has examples of Modules that use headers and indentation, the Syllabus (PDF and tool), and Outcomes. The overall design of this course is well presented into showing the structure that faculty can design their course, as well as it gives examples of assignments and quizzes.

https://q.utoronto.ca/courses/46670/pages/example-courses
Quercus support resources
Upcoming webinars

“Getting ready to teach online” webinar series

<table>
<thead>
<tr>
<th>Connecting and interacting with your students online</th>
<th>Dates and registration:</th>
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</thead>
<tbody>
<tr>
<td>Organizing your course content</td>
<td><a href="https://teaching.utoronto.ca/events">https://teaching.utoronto.ca/events</a></td>
</tr>
<tr>
<td>Assessing student work and providing feedback</td>
<td></td>
</tr>
<tr>
<td>Teaching from a distance: Webinars and lecture recordings</td>
<td></td>
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</tbody>
</table>
Academic continuity planning

Centre for Teaching Support & Innovation
130 St. George Street, Robarts Library, 4th floor

Teaching Strategies
- Continuity Planning
- Classroom Management
- First Class Strategies
- Setting the Tone
- Large Classroom Teaching
- Inclusive Teaching
- Supporting Student-Faculty Interaction
- Academic Integrity and the Role of the Instructor

Continuity Planning
For Instructors at the University of Toronto
Speak with your department/division about policies and procedures governing the administration of courses (e.g., syllabus templates, grading and grade reporting policies including important sessional dates, procedures relating to instructor absences, procedures related to assignment extensions). If you have questions or need support with Quercus, identify and contact your divisional support team or email q.help@utoronto.ca.

Teaching Strategies
- Continuity Planning
- Classroom Management
- First Class Strategies
- Setting the Tone

https://teaching.utoronto.ca
# Divisional support

If you have other questions or wish to speak with an individual, please contact your Divisional support.

<table>
<thead>
<tr>
<th>DIVISION/FACULTY</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science and Engineering</td>
<td>finance.technobбилaronto.ca</td>
</tr>
<tr>
<td>Architecture and Forestry</td>
<td><a href="mailto:theta@denials.utoronto.ca">theta@denials.utoronto.ca</a></td>
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<tr>
<td>Arts and Science</td>
<td>Instructors: <a href="mailto:arts@utoronto.ca">arts@utoronto.ca</a></td>
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<tr>
<td>Dentistry</td>
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<tr>
<td>Education</td>
<td><a href="mailto:mallaria@utoronto.ca">mallaria@utoronto.ca</a></td>
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[https://uoft.me/qsupportcontacts](https://uoft.me/qsupportcontacts)
CTSI website: https://teaching.utoronto.ca

Upcoming events: https://teaching.utoronto.ca/events

Quercus Support Resources: https://uoft.me/qresources

Divisional Support: https://uoft.me/qsupportcontacts

Questions: q.help@utoronto.ca
Questions?

Thank you!