

QUICK GUIDE TO QUICKLY TEACHING ONLINE!



PREPARING CONTENT

Keep it simple

You don't have to have lots of whizz-bang, interactive multimedia. Do that next year! For now, think of the basic options:

- Simply uploading written notes/ materials
- Written materials with an audio commentary
- Recordings of slide presentations
- Pointers to other online resources



SUPPORTING LEARNERS

Keep in touch, encourage, support.

Blackboard provides lots of scope for keeping in touch with your students. This is important in online learning! Use Collaborate (and record it for those who can't connect at the time) for Q&A or tutorials. Use the discussion board tools, and the Announcements page. Don't bombard with emails but keep an eye on any who might not be logging in.



GET ORGANISED & PLAN

Prepare, don't panic!

Before you jump into anything, take a short while to plan out your approach. You don't have to feel under pressure to learn lots of new and different technologies and dramatically change your teaching plans. *In these circumstances we need to be pragmatic.* Remember this is a big shift for your students too!



CHECK TOOLS & SETTINGS

Read the instructions/menus carefully

Make sure that you've selected all the appropriate options on Blackboard, including the one people often forget - *Make Available (!)* for anything you upload. You can time the release of materials if you want to have a sense of pacing for the students, but check those settings! Always try and see what the content looks like for a student (click the *Student Preview* option on the top right of Bb module page).



THINK ABOUT ASSESSMENT

Be bold, but careful!

What alternatives can you give for students, now that it's not possible to run a traditional invigilated exam? Think 'open book', assignments/essays, or using online Quiz/Test tools with time limits and random question order. But if this is new for your students, give them practice examples to try out and to iron out any issues with connectivity, browser settings, etc.