

## **Best Practices for Rapidly Moving Your Face-to-Face Basic Course Online**

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1. Use technology students are familiar with using, such as YouTube, and giving them a step-by-step handout. for uploading video to YouTube and sharing it is really helpful (See handout at the end of this document).
2. Everyone is overwhelmed. Online teaching isn't the same as in-seat, so don't expect synchronous class times. Instead, set up a schedule that they are aware of about when you will be posting updates.
3. Make everything possible available for them to review whenever they want, but organize it weekly or by module and include a description of everything in the LMS so they can understand how it works.
4. Make accommodations you normally wouldn't in terms of schedules and extensions.
5. Modality shift means that there will have to be leniency in things like exams. You can do things like webcam monitoring, but this is overwhelming to students who didn't sign up for an online class. Understanding that this is stressful and allowing students to use notes on exams doesn't mean they are not learning. Online exams are a whole new world of learning in many cases.
6. Cut the audience requirements from presentations, given the nature of social distancing,
7. Understand that the limitation of time that does not normally occur in online modalities.
8. Share links to speeches in the Discussion area, so students can see their classmates' video presentations, too.