



LEARNING & APPLIED RESEARCH and EDUCATION TECHNOLOGY

connecting for learning and innovation

Checklist for Teaching Remotely

Current Practice	Online/Remote Options
Lectures	<ul style="list-style-type: none"> • Record video presentations for your class using Screencast-O-Matic at https://screencast-o-matic.com/ or through PowerPoint • Host a live online class using Collaborate • Upload content to your Moodle shell • Annotate or narrate lecture notes using PowerPoint • Use the Forums or Live Chat in Moodle • Host a Live Chat through Collaborate
Hands-on Activities (e.g. labs, tutorials, seminars, field trips)	<ul style="list-style-type: none"> • Post online simulations, collections or demonstrations for discussions, critiques or analysis on Moodle or have a live Collaborate session • Provide external media files or links for virtual analysis • Have students upload video or digital recordings of their presentations to Moodle or have them present them to class on Collaborate (Mobile devices may be used to create the recordings) • Video demonstration (such as faculty/instructor led video or open-sourced videos - You Tube)
Group Projects and Group Work	<ul style="list-style-type: none"> • Break larger classes into smaller online groups using Moodle Groups or Collaborate (Breakout Sessions) • Provide options for students to meet via the Collaborate platform • Structure peer feedback using Moodle Assignments or Turnitin • Have students video record or digitally share projects, including recordings on PowerPoint
Communication	<ul style="list-style-type: none"> • Email students, either using Outlook or Moodle • Post news for all students on Moodle (Announcements) • Update course information, email to students and upload to Moodle indicating updated information/changes
Tests, Quizzes and Final Exams	<ul style="list-style-type: none"> • Use the Moodle quiz tool • Consider using online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case study presentations, ePortfolios
Office Hours	<ul style="list-style-type: none"> • Hold virtual office hours using Collaborate • Create a FAQ in the Moodle Forum
Assignments & Feedback	<ul style="list-style-type: none"> • Have students upload documents for grading using Moodle (Assignments) or Turnitin • Set up the Gradebook tool in Moodle and connect items to assignments • Have students submit video or digital recordings of their presentations, projects, or learning stories • Use rubrics to help grade assignments quickly -Moodle Assignments has a rubric tool • Provide digital (audio, video, or written) feedback on student assignments

Class Delivery Via Moodle

The Moodle platform offers an array of teaching and learning options for students and faculty/instructors. The faculty/instructor posts the content and learning assignments prior to the students entering the site for the particular class. Although the instruction and learning do not occur in the same place or at the same time, students are provided with various forms of learning materials such as prerecorded video lessons, case studies to work through, group discussions may occur, questions may be posted in discussion forums to respond to, or readings posted for students to analyze and discuss. This is referred to as asynchronous learning.

All Okanagan College courses are provided with a Moodle shell. If you have not accessed your Moodle shell, please contact EdTech at edtech@okanagan.bc.ca or telephone 250-862-5461 or extension 5461.

Class Delivery Via Blackboard Collaborate

Blackboard Collaborate is a web-based webinar platform designed for the faculty/instructor and students to engage in teaching and learning in real time via virtual classroom. The faculty or instructor may deliver the class from the college, such as in their office, or from their residence. Similarly, students may sign into the virtual classroom from the college, or their residence. This type of delivery is referred to as synchronous delivery.

All courses have access to a Blackboard Collaborate link in the course Moodle shell. A camera and headset are recommended for this type of delivery available for sign out at IT Services.

Supports for Teaching Remotely

- Ensure you know where the Collaborate link is within your Moodle shell.
- Visit the IT Helpdesk to check your computer and obtain camera and headset if required.
- Examine resources on Moodle Course Building at:
https://www.okanagan.bc.ca/Campus_and_Community/employees/itservices/edtech/Moodle/Course_Building_Series.html
- Contact learningandappliedresearch@okanagan.bc.ca for support in designing and teaching remotely.
- Telephone IT Services Hel Desk – 250-7662, 5445, extension 4444. Hours for telephone support are from 7:30 a.m. to 7:00 p.m Monday to Thursday and 8am – 4:30pm on Friday.