So you'd like to teach online?

If I am interested in teaching online, what steps should I take?

We often get asked this question by faculty members. We have put together this step-by-step guide to help answer this question.

1. **Prepare**
   - Before you begin any of the following steps, you should first consult with the Chairperson to be sure that teaching online is right for you and your program.

2. **Resources**
   - Sign up for the Online Course Development Workshop.
     - The Online Course Development Workshop is a step-by-step workshop to get you started with teaching online at Canisius College. It lasts for 5 weeks and it is completely virtual with two synchronous meetings. It is highly encouraged that instructors attend if they intend to teach online. (We are currently retooling this to be self-paced. Stay tuned!)

3. **Design**
   - Prepare your students with the Readiness for Online Learning site.
     - This site was developed to help students get ready to learn online. Online learning can take place in many capacities. Instructors may choose to teach a hybrid, blended, or fully online course. No matter which type of class their instructors choose to teach, this site is sure to help students get started with online learning.

4. **Manage**
   - Learn the learning management system, Desire2Learn.
     - The learning management system is where all your course content will be stored. It is also where most of the course interaction will take place. sign up for one of our many workshops to prepare to teach online in this system.

   - Register your course with the Office of Student Records and Registration.
     - If your course contains any synchronous components (regular Web conferences or a time you wish to meet on campus), the Office of Student Records and Registration can help you add this to information to Banner so that students know the synchronous commitment when they register.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>F2F</td>
<td>Face-to-Face</td>
</tr>
<tr>
<td>ONLAS</td>
<td>Online (asynchronous meeting)</td>
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<tr>
<td>ONLSY</td>
<td>Online (synchronous meeting)</td>
</tr>
<tr>
<td>EXPOC</td>
<td>Experiential (off campus)</td>
</tr>
<tr>
<td>EXPCC</td>
<td>Experiential (Canisius)</td>
</tr>
<tr>
<td>HYB</td>
<td>Hybrid (approx. 50% online)</td>
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## Resources

- **Griff Guide to Teaching Online**
  The Griff Guide was developed for faculty members who are interested in teaching online.

- **The Online Course Review Tool**
  This guide was developed for faculty members to assess their online courses.

- **Start/End Course Checklist**

- **Zoom**
  Zoom is our official Web conferencing platform at the college, available for use by faculty, staff and students.

- **Jing**
  Jing is a free tool that you can use to capture your screen and narration in a video. Use this tool to assess student work in a visual way.

- **D2L Users Group for Faculty/Staff**
  This group is a collection of custom-made Desire2Learn tutorials for our learning management system.

- **D2L Self-Paced Training for Students**
  Prepare your students for Desire2Learn by referring to this link.

- **Center for Online Learning & Innovation**
  The Center for Online Learning & Innovation Resources site is filled with many helpful tutorials and resources for faculty members who are looking to integrate technology into their teaching.

## Design

- Create and post your syllabus.
- Create your gradebook.
- Create an introductory module.
- Include an introductory discussion.
- Include an ‘about your instructor’ page.
- Send students an introductory email with syllabus and textbook information.
- Create discussion forums.
- Create dropboxes.
- Create quizzes.
- Create your (weekly or ‘chunked’) modules.
- Upload files.
- Link your discussion forums, dropboxes, and quizzes in the content modules.
- Create checklists.
- Post a News announcement.

[Click here to see our D2L tutorials.](#)
☐ Schedule your time spent on each item for the week.
☐ Send an email to your students.
☐ Send students an Eyejot.
☐ Participate in discussion forums.
☐ Grade
   ☐ discussion forums,
   ☐ dropboxes,
   ☐ quizzes.
☐ Try to grade assignments using Jing.

Click here to see our D2L tutorials.