Episodic 1

Basic considerations and tips for communicating instructions, and updates to your students. Develop consistent procedures that simplify the learning process and focus energy on course substance.

Related Links and Resources

- **The Basics: Adding Modules, Uploading Files, and Rearranging Modules and Topics** - Transcript
- **Building and Editing Web Pages in D2L's Content Area** - Transcript
- **Embedding Google Docs in D2L** (Close Captioned)
- **Topic and Module Descriptions** - Transcript
- **Try using Video!**
- **Record Webcam Videos to Communicate with Students** - Transcript
- **COLI Screencasting Resource**

Some Good Reading


Episode 2

A good syllabus is the cornerstone of a great course.

Related Links and Resources

- **Canisius College Griff Center for Academic Engagement**
- **Accessibility Support Office at Canisius College**
- **Tutoring Services at Canisius College**
- **Writing Center at Canisius College**

Get a quick list of calendar dates for your course outline using Caleb McDaniel's brilliant "Syllabus Maker."
Episode 3

Consider some basic course design principles.

**Relevant Links and Resources**

- **A Quick Guide to Basic Course Design**
  Module 1 and Module 2 of the COLI Guide to Teaching Online has some basics for course design.

- **Some basic guidelines for determining appropriate student effort in a three-credit course**, from the New York State Department of Education.

Organizing your course within D2L begins with understanding modules and topics in the Content area. [Here’s the tutorial for that.]

**More D2L Tutorials for faculty at Canisius College.**

**Some Good Reading**


Episode 4

Part 1 of a two-part look at Asynchronous Discussions, a useful style of communication most commonly associated with online or hybrid courses, but also useful in face-to-face classes.

**Relevant Links and Resources**

- **COLI Guide to Teaching Online Module 4: Communication & Creation.**

Here’s some helpful documentation for asynchronous discussion instructions for students. You may adopt or adapt these to your classes.

- **Our D2L Self-Paced Training for Faculty** has a video series that shows how to organize, manage, and optimize your asynchronous discussions within D2L.

**Some Good Reading**


Episode 5


**Relevant Links and Resources**

- **COLI Guide to Teaching Online Module 4: Communication & Creation.**

Here’s some helpful documentation for asynchronous discussion instructions for students. You may adopt or adapt these to your classes.

- **Community Standards and Polices at Canisius College.**

**Some Good Reading**

Ten Best Practices for Teaching Online. Taken from Judith Boettcher and Rita-Marie Conrad's *The Online Teaching Survival Guide.* Among other things, this article includes great basic tips for online asynchronous discussions.