

Preparing for Alternative Online Instruction

Inform Students

Inform students about the alternative instruction using these communication tools:

- **Canvas Inbox** – The Canvas Inbox is located on the left-hand navigation bar on Canvas. Read [Canvas instructions for the Inbox](#).
- **Canvas Course Announcement** – Post an announcement inside the Canvas course. Announcements stay at the top of course, and, if students have their notifications on, the announcement will get forwarded to their email. Read [Canvas instructions for Announcements](#), or [watch the video](#).
- **Class Roster** – Use the class roster on the USF Portal to email students.

Post Instructional Content

Share instructional content with students through Content Pages, or upload and link Files to the Modules section. To create a content page, click the “+” sign at the top of a module, and select “Page” from the drop-down menu. Or, to upload a file directly, select “File” from the drop-down menu. Watch the video for [adding pages and files to a module](#).

Content Pages and Files can be used to share the following instructional content:

- PowerPoints
- Narrated PowerPoints – Learn how to [create a Narrated PowerPoint](#).
- Lecture Notes and suggestions for ungraded or practice activities.
- Reading Assignments
- Video Links

Create Activities and Assignments

In addition to sharing instructional content, the “alternative day” may also include activities or assessments. Ungraded activities can be assigned through an email or inbox message, an announcement, or a content page. Graded assessments (which require more work to set up) may use one of these tools:

Discussions – If you use discussions in your face-to-face class, post a question in the Discussion area and link it to a module. Students will respond to your question and to each other. Best strategies for discussions are to make the question open-ended, to ask students to make a claim and use supporting evidence, and to ask students to respond to one or more classmate. Discussions can be graded, and you can select availability and due dates. Read Canvas [instructions about discussions](#), or [watch the video](#).

Assignments – The Assignment area allows students to submit documents, such as essays, PowerPoints, images, and even multimedia. This is a great way to collect homework and major assignments if you are not in a face-to-face class. Best strategies for assignments include posting assignment requirements on the Canvas assignment page itself and using a grading rubric to provide feedback. Also, link assignments to a module, and add due dates to make the assignment appear on the student’s To Do List. You can grade assignments on Canvas, or download them and add marginal comments using Word. Read Canvas [instructions about assignments](#), or [watch the video](#).

Quizzes – In-class quizzes and exams can be moved to Canvas as well. The quiz or exam can be timed, and it can include a variety of question types, such as multiple choice, true-false, fill-in-the-blank, matching, and short answer or paragraph format. Once the quiz is completed, you’ll have to go in to grade essay-style questions, but objective-style questions get graded automatically. Canvas also provides analytics such as item analysis. The setup requires adding each question individually or in bulk. It’s best to contact DAT for support, but [video instructions can be found here](#).

<p>Host a Virtual Class or Office Hour “Live”</p>	<p>In addition to posting instructional content and assignments on Canvas, you may want to consider hosting a “live” (synchronous) class session or office hour through video conferencing software.</p> <p>Students in video conferences can communicate directly with you and with each other, and they can type questions in a chat box. You can speak directly into the camera, or you can open a PowerPoint or other document and share your screen.</p> <p>Canvas has its own video conferencing feature, but USF offers a number of other options as well. Many of these conferencing options allow you to record the session and share with others.</p> <ul style="list-style-type: none"> • Canvas Big Blue Button – Big Blue Button is included in Canvas through the Conference link on the navigation bar. Read instructions or watch the video. • Adobe Connect – Adobe Connect is a separate video conference tool supported by USF. Read instructions for getting started here, and read instructions for webcasting here. • Skype – Skype is available through Office 365 and can be set up through Outlook. Contact Tech Support for instructions. • Zoom (limited free version) – USF does not currently have an institutional license for Zoom, but you can use the free version for up to 45 minutes at a time. Setup an account at Zoom.com.
<p>Keep Accessibility in Mind</p>	<p>As you move content to an online environment, keep accessibility in mind, and take steps to help students find instructional content and assignments. Linking all content to a module is one way to promote accessibility. Here are other accessibility issues to consider:</p> <ul style="list-style-type: none"> • Not all students may have an internet connection or a computer at home. You may need to allow extra time for students to complete online material. • Not all students may have equipment for video conferences, including a webcam or microphone. If they use a cellphone to join a video conference, they may not be able to type comments or read material on a shared PowerPoint. • Follows accessibility standards for images, videos, and web links. Images should have descriptions and alternative text, videos should have captions and transcripts, links should function and open ideally open within Canvas. <p>For more information about accessibility standards, contact the Office of Disability Services or DAT.</p>
<p>Where to Find Additional Support</p>	<p>DAT: (815) 740-5080 or DAT@stfrancis.edu</p> <p>24/7 Canvas Support: Call (833) 668-1668, or click Help on the left navigation bar inside Canvas and select “Chat with Canvas Support.”</p> <p>Canvas Guides: Read written instructions or watch instructional videos on the Canvas Community site for instructors.</p> <p>DAT Website: LearnitNow.stfrancis.edu</p> <p>DAT Open Lab Days: March 12, 18, and 26. DAT Events Schedule.</p>