What do you want to teach online?

**General advice:** Given the extreme time pressure to digitalize education due to the coronavirus measures, accept that you can't do everything. You don't have to transform your whole course online. Focus on what you teach and prioritize on theoretical concepts, since these can be relatively easy taught online. It doesn't have to be perfect; you already do a great job!

**Lecture / instruction**
- Tip: Mix synchronous and a-synchronous activities: a-synchronous where possible, synchronous where needed.

**Tutorial / work session**
- Tip: Do you really need a tutorial? Consider creating assignments for active processing of the session’s content. Try to find a combination of short instruction videos and activities/assignments.

**Activities**

**Assessment**

**Record videos**
Record all content that students can watch at their own pace. Try to split your regular lecture in little content chunks and create a separate video for each chunk.

**Tips:**
- Use a script for smooth videos
- Break up your lecture in chunks of max. 7 to 10 minutes
- Pose reflective questions in your lecture
- Start with the learning goals for the video

**Host a live lecture/webinar/event**
In a webinar, students attend your live presentation from a distance. You can share your slides or screen and record yourself via your own webcam and microphone. Students can interact in different ways (e.g. via chat, microphone, poll questions).

**Tips:**
- Communicate the program beforehand
- Make clear whether students can ask questions during the webinar or after and how they should do that.

**Create activities in Canvas**
Tip: Create alternative assignments in Canvas. Ask students to, for example: create a video, conduct a small experiment, find information, or make a mindmap. See here for more ideas for assignments related to Bloom's verbs.

- **Create peer review assignment**
  Students give feedback to each other's work (this can for example be an upload, written text, or link to a video or webpage).
  Tip: Create clear grading criteria (rubric) to boost the quality of feedback

- **Create Discussion fora and quizzes**
  Students can discuss cases, statements or other complex topics. Students can practice exercises with quizzes (many types of questions available).

**Weekly Q & A chat**
Organize an online office hour to make sure your students can reach out to you with questions at least once a week. Be clear when and how you will organize 'online office hours'. A Q&A chat via Canvas on a specific moment can provide this.

**Tips:**
- Prioritize objectives and be realistic in activities to keep a reasonable workload
- Give explicit instructions and specify expectations (requirements)
- Be online for support and answering questions, also encourage students to connect with each other

**OnlineProctoring**
OnlineProctoring provides possibilities for remote examination. Currently, the availability of proctoring tools is limited, and mostly targeted at small groups (60 max). Please contact your LI-team for more information.

**Enrich your Canvas modules**
Tip: Ask the questions online that you would normally ask in your lecture.

- **Discussion fora and quizzes** activate students’ prior knowledge and stimulate active processing of new knowledge.
- Add interactive questions to your videos, documents or audio via FeedbackFruits.
## Interactivity in Canvas

- **Discussion forum**
  - ✔️ Graded or formative
  - ✔️ Students can post text or media
  - ✔️ Students can post their questions
- **Peer review assignments**
  - ✔️ Automatically or manually assigned
  - ✔️ Add criteria in a rubric
- **Quizzes**
  - ✔️ Graded or practice quiz
  - ✔️ Different types of questions possible
- **FeedbackFruits**
  - ✔️ Add (practice) pop-up questions (MC or open) to videos, documents or audio
  - ✔️ Also students can post questions
  - ✔️ Use your own videos/documents or those of others
- **Chat**
  - ✔️ Conversations with students on pre-defined timeslots
  - Tip: Check the Canvas Help button in your courses for access to answers and solutions to Canvas related questions.

## Other active learning tools

- **EUR game (battle app)**
  - ✔️ Add questions, answers, feedback on the answers and references to literature
  - ✔️ Playful learning experience: students can challenge each other

## Tools you can use

### Webinars
- **Add or changetool of use for your own faculty**
- **Canvas Conference (BigBlueButton)**
  - ✔️ Slide & screen sharing (real-time)
  - ✔️ Live chat
  - ✔️ Poll questions
  - ✔️ Break-out rooms
  - ✔️ Integrated in Canvas
- **Recommended guideline for max. number of students follows.**
- **Zoom (paid version)**
  - Please note the free version of Zoom is not recommended because of safety concerns. EUR recommends to only use a paid license of Zoom, available via the [Servicedesk](#).

### Collaborative learning
- **Microsoft Teams chat & presence**
  - Options for digital collaboration:
    - ✔️ Organize meetings/classes
    - ✔️ Chatrooms (group chats)
    - ✔️ Share screens/documents
  - Limit of 250 participants.

### Can we help you?

#### Learning & Innovation team
The LI team from your own faculty can help you with all your didactic questions!
- ![Add faculty contact details](#)

#### Tech support
- ![Add link to faculty/helpdesk for IT related questions](#)
  - Technical questions about Canvas, Teams and Zoom:
    - IT Servicedesk: servicedesk@eur.nl
  - Technical questions about MediaSite, Panopto and Erasmus Studio:
    - MSC Servicedesk: helpdeskmsc@eur.nl
  - Tip: Make sure your students know how to reach out for IT support.

## Community for Learning & Innovation

### Community for Learning & Innovation (CLI)

This overview is created by the CLI. The CLI will assist faculties as much as possible with the transition to online education.

Contact the educational consultants that are assigned to your faculty LI team or cli@eur.nl for any requests for support or questions.

### Record videos

You can cast your slides or your screen easily. Use your own webcam and microphone camera facilities in lecture rooms or the EUR studio. Embed videos on Canvas.

#### Panopto

Create and share videos from your own work place (screen or slide sharing) or small classrooms. Students can have different rights (watch/ listen only or interactive). [More info](#).

#### MediaSite

Record and share videos from large lecture halls. [PowerPoint - record audio and/or video](#)

PowerPoint has a function to add your voice-over and/or video to each slide so that students can hear and see you when going through the slide show. [More info on adding audio and video](#).

#### EUR studio

The studio-area consists of a large recording studio and two smaller Do It Yourself-booths. [More info](#).

### Useful resources

#### Didactic
- CLi: Collection of resources on creating videos and using Canvas
- Virtual Classroom Best Practices
- Canvas: Maintaining the Connection of the Classroom

#### IT Tools
- MyEUR: Information on IT tools for lecturers on online (interactive) lectures
- MyEUR: Information on IT tools for staff members on online meetings and collaboration