THE UNIVERSITY OF BRITISH COLUMBIA
Centre for Teaching and Learning
Okanagan Campus

Centre for Teaching and Learning: Resources for all Instructors

The below available resources have been organized by five themes. The themes were identified from feedback received from students via a student survey (N=654) and six focus groups (N=41) deployed during the month of November, 2020. This data was summarized and presented at a Faculty Town Hall during the same month and it is also available through the Provost and Vice-President Academic website.

Overarching Themes	Sub-themes	Tips and Best Practices	Resources
Organization & Logistics	Well organized Canvas shell	• The CTL Canvas template can help with consistency and provide students with a more seamless transition across courses • Find out if your Department/Faculty has developed its own Canvas template for consistency • Modules in Canvas can be used to organize information • Link a PDF version of your syllabus/course outline in the Syllabus tab. Having it in different places is confusing for students	Canvas Template Download and Guide Overview of Modules Copying a canvas course
	Consistency (week to week)	• If you choose to message students often, try to keep it to once a week • Send the message or post the same day of the week, every week • Message students early	How to add an announcement Delay posting an announcement until a specific date
	Clear deadlines & course outline	• Build a clear table with deadlines in syllabus • Use Canvas calendar	Set a syllabus page in Canvas How to use the calendar View assignments by type vs date
	Accessible lecture material, videos, and lectures	• Link readings directly to the library – LOCR • Organize classes into modules instead of having leaving it in Zoom, Media Gallery, or Files • Use UDL principles to share content that is accessible and inclusive (UDL stands for Universal Design for Learning)	Zoom: Download, Share and Publish Recordings Collaborate Ultra – Sharing Content Resources for inclusive teaching practices

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Communication	Consistent & clear communication	• Keep to one message or post a week	Canvas email / announcement
	Accessible office hours	• Be mindful of time zone differences • Hold office hours through call/video call	Virtual Zoom / Collaborate Ultra office hours
	Clearly communicate technology requirements at start of term	• Have a section with this these details on the course outline • Make sure you are aware of the minimum system requirements of the software you are using and clearly communication these to students • Do not change tech requirements once the course has already started	Add to syllabus tab on Canvas Find student and instructor guides for different teaching and learning platforms here. These identify system requirements.
Synchronous/ Asynchronous	Use both asynchronous and synchronous	• Be aware of time. Asynchronous and synchronous should not equal more than 170min/week • Set-up an alarm to remind you of class time to avoid going over it • Use a good quality microphone and camera	Using Kaltura Using Camtasia Zoom or Collaborate ULTRA live lecture recordings
	Asynchronous classes	• Break into smaller chunks and keep lectures short • Make recordings available for the entire term • Include interactive or engaging activities	Record in Kaltura or Camtasia and upload to Canvas Embed videos in a Canvas page Create an Interactive Video Quiz
	Synchronous classes & participation	• Make them engaging and record them (e.g., discussions, structured breakout room activities, iClicker activities, allow students to draw on screen, Q & A sessions) • Record all of them • Do not give marks for live participation only, allow for other types of participation like discussion board conversations	Use iClicker Cloud Zoom Polling Collaborate Ultra Polling Canvas Group Discussions

Overarching Themes	Sub-themes	Tips and Best Practices	Resources
Workload & Assessment	Online learning takes more time	• Evaluate your course's overall workload • Focus on key learning outcomes	Workload Calculator/Time Estimator Examples of learning outcomes
	Flexibility with deadlines or hours for quizzes	• Be mindful of time zone differences • Do not make changes to quizzes when close to the quiz date. Let students know early and keep in mind time zone differences • Extend time for quizzes to account for tech issues and challenges	Canvas quiz settings
	Use different ways to evaluate learning	• Integrate low-stakes assessment methods like assignments and quizzes • Use open book evaluations • Stick to one activity a week rather than multiple a week	Suggested language for open-book evaluations
	Practice exercises	• Build and offer practice quizzes and exercises • Provide opportunities to familiarize with exam format	Canvas quiz settings
	Provide feedback in a timely manner	• Let students know your turn around time for grades and feedback • Set-up detailed rubrics in Canvas	Add a rubric to an assignment Use a rubric to grade submissions in SpeedGrader Use Gradescope to collaborate with TAs
	Accommodating exam formats or assignments	• If invigilation is a must, have at least two options (e.g., Zoom as well as Proctorio) to account for tech challenges and home environment • Keep in mind that there is no way to eliminate academic misconduct. High pressure and opportunity can exacerbate it. • Extend evaluation time to allow for tech issues, home environment distractions, anxiety with invigilation practices	Information and resources on Academic Integrity
	Concerns about Proctorio/invigilation	• Review guidelines for online invigilation • Minimize use of invasive Proctorio settings • Provide alternative invigilation options (not all can use Proctorio)	Recommended Proctorio Settings Respondus Lockdown Browser Invigilation with Lockdown Browser and Zoom

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Overall Learning	Helping students connect/work together	• Facilitate methods for student collaboration for those who want it, but do not require it	Canvas groups, Collaborate ULTRA rooms, Piazza, MS Teams
	Professor recognizes/understands stress in pandemic	• If a significant portion of the class is feeling a lot of pressure, talk to students and work with them to find a solution that works • Intentionally implement wellbeing in your classroom (e.g., reflection activity, grounding activity, fun activity, physical movement, breaks, etc.)	Student Health & Wellness Fostering academic tenacity: online connection
	Make sure all course materials are easy to access	• Increase accessibility of online resources • Make sure course material is well organized	Ally for Canvas, Canvas Accessibility Checker Download the UBC Okanagan Canvas Template
	Use a high-quality microphone for recordings	• Contact the IT Service Desk for support • Contact your Department Assistant	Service Desk Ticket Page
	Providing content on-time is more important than polished recordings	• If asynchronous class: consider recording well ahead of time so they can be posted on time for students to review • If synchronous: be sure to still record live sessions	Camtasia Guide Collaborate Ultra Recording Recording with Kaltura Capture