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.

<table>
<thead>
<tr>
<th>Overarching Themes</th>
<th>Sub-themes</th>
<th>Tips and Best Practices</th>
<th>Resources</th>
</tr>
</thead>
</table>
| 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              |                                     | • 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          |                                     | • 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              |                                     | • 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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<td><strong>Communication</strong></td>
<td>Consistent &amp; clear communication</td>
<td>• Keep to one message or post a week</td>
<td>Canvas email / announcement</td>
</tr>
</tbody>
</table>
|                    | 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 |
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| 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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<td>Overall Learning</td>
<td>Helping students connect/work together</td>
<td>• Facilitate methods for student collaboration for those who want it, but do not require it</td>
<td>Canvas groups, Collaborate ULTRA rooms, Piazza, MS Teams</td>
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|                   | 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 |