



What to Expect in your Online Class: A Quick-Start Guide for Faculty

Canvas Classroom

- ❖ Canvas is a Learning Management System (LMS) that can be personalized to house your online class. All of your course materials can be uploaded to Canvas and provided to your students. They can complete quizzes, submit assignments, take part in discussion boards, and interact with you and their classmates in many other ways. You can open Canvas from the TUPortal or go to <https://templeu.instructure.com/> to access your Canvas account, using your AccessNet ID and password.
- ❖ Expect to become familiar with the basic functions of Canvas in order to effectively manage your classroom. Your students may not be confident with technology, so you are the ambassador of their online experience. You can [create your own Canvas sandbox](#) course to play around in and get more comfortable working in Canvas.
- ❖ The Online & Digital Learning Department has created a resource specifically for teachers to prepare to teach online. [You can self-enroll in the Fox Online Teaching Portal to access this Canvas resource](#). There are several key areas you should be confident with in Canvas in order to jump into an online class and get started, especially if you have little experience with the platform:
 - [Creating your course shell from Banner](#)
 - [Uploading and organizing your course files and documents](#)
 - [Updating your course settings](#)
 - [Using Modules](#)
 - [Using Pages](#)
 - [Creating Assignments](#)
 - [Grading](#)
- ❖ Expect students to have questions about how to interact with the Canvas classroom and what they need to do to be successful. Anticipate this by including detailed language in your syllabus and by creating a short video introduction to your course

using Zoom. You can show where things are located in Canvas and detail what students really need to know in order to fully take part in the class.

- ❖ Many students use the course calendar to plan their workflow and make sure they turn in assignments on time. Make sure you have accurate due dates on all your assignments in order to ensure students can see them on their course calendar. You can even add “available from” and “available until” dates to an assignment to control the window in which students have access to it.
 - ❖ Keep your course organized by paying attention to the naming conventions across your syllabus, canvas course, and file organization system. Students need clear directions and consistently labeled materials to be sure they are doing the right thing.
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Zoom Synchronous Classes

- ❖ The majority of Fox online classes hold weekly virtual meetings using the conferencing platform Zoom. This allows face-to-face interaction between the instructor and students. The Zoom platform also has a variety of features that help facilitate instruction through the sharing of screens and documents, the use of breakout rooms and polls, group chat, whiteboard annotation, and more. Students are required to join the session with their webcams on and microphones working so they can jump into the conversation at any moment.
- ❖ If you are new to hosting your own Zoom class sessions, you can attend a personalized training session with one of our Zoom experts by emailing foxzoom@temple.edu or signing up for one of our [regularly scheduled walk-throughs](#) on the ODL Events page. You can access your Temple Zoom account from the TUPortal or at <https://temple.zoom.us>.
- ❖ You can have Zoom enabled in your course navigation as well, so that your class sessions can be created from right inside your course and be easily accessible to students without you having to share links or invite students to join the session.
- ❖ Prepare by making sure you have either external microphone and speakers or by getting a headset with microphone ([suggested model](#)). You must have a working webcam and internet speeds capable of maintaining good quality video throughout your class session (check your computer at www.speedtest.net).
- ❖ Prepare your space by making sure it is professional, even if it is in your home. Tidy your background area and remove distracting items from your shelves and walls.

Make sure you have plenty of light and a solid chair, so you aren't moving around or squeaking if you shift in your seat.

- ❖ You may have the need to share your computer screen with students during a class session. This means they would be able to see anything on your computer desktop or any tabs you have open or saved on your toolbar, as well as any searches that pop up in your browser if you use it during your class. Keep this in mind when you prepare to start your session and keep your computer organized and professional.
- ❖ Use your [Zoom Personal Room](#) to record an introduction video for your class and to play around with Zoom before you are in front of students. You can start a private session at any time to explore the features and experience of using Zoom.
- ❖ [Record your class sessions to the cloud](#) so that the video recording and transcript can be made available to students to review after class.
- ❖ Review our [Zoom resources and best practices page](#) on the Fox Online Teaching Portal for more information on Zoom.