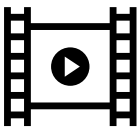
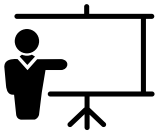
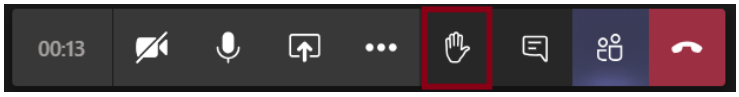
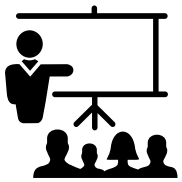
I want to…	Recommendation
 **Create an introductory video for the module**	**Rich Content Editor** Record your introductory video or audio directly in a Canvas page, using the **Record/upload media** option in the Rich Content Editor (link to steps). **Panopto** Record your introductory video using Panopto, and add it to a Canvas page (link to steps). **Tip:** Keep the introductory video short (< 5 minutes) and generic (i.e. don't mention specific dates so that you can reuse the video in subsequent years).
 **Deliver an online lecture**	I recommend pre-recording all lecture content, rather than delivering live lectures. To do this: **Panopto** Pre-record your lecture using Panopto, and add it to a Canvas page (link to steps). **PowerPoint Recording** Record your lecture in PowerPoint, and save it as an MP4 video (link to steps). If using this option, upload the video to your Panopto account, and add it to a page in Canvas. **PowerPoint and Audio Recording combo** Upload and link your PowerPoint presentation to a page in Canvas. Then, record a brief audio introduction or synopsis of the lecture material, using the **Record/upload media** option in the Rich Content Editor (link to steps). **Tip:** In online learning, it can be very draining to watch hours of recorded lecture content. So, create videos between 10-20 minutes in length, and intersperse recorded lectures with opportunities for active learning such as a check-ins, formative assessments, online activities, discussion boards, polls, etc.
 Develop an online activity	The best option for delivering online learning activities depends on the type of activity you are asking students to complete. **Some ideas:** • https://www.uis.edu/ion/resources/instructional-activities-index/ • https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/developing-assignments/blended-learning/developing-online-learning-activities

I want to…	Recommendation
 Lead a live group discussion	You might choose to run some online discussions in addition to on-campus workshops, labs, and tutorials. To do this: **Teams** Schedule a Teams meeting with students through a Canvas Announcement (link to steps). During the meeting, consider placing students on mute, and ask them to use the "Raise Hand" feature if they want to contribute or ask a question.  Consider using the **Whiteboard** feature, enabling you or students to draw on-screen. This could be useful for brainstorming, showing equations, etc. (link to steps). Record the meeting, upload it to Panopto, and share it on Canvas for students who are unable to attend.
 Create an asynchronous group discussion	**Teams** Create a Team for your students, and add a new channel for different chat discussions (link to steps). If the channel privacy is set to "Standard", you should not need re-add students to the channel. You might consider creating a **Poll** as a starting point for discussion or to gauge understanding (link to steps). **Discussion Boards** Set-up a discussion board in Canvas for a specific lecture, section, or assignment (link to steps).
 Facilitate once-off group work	**Multiple Technologies** Give students the details of the task in Canvas but allow them to choose how they meet. You might offer suggestions (like Teams) but ultimately, they choose how to collaborate. **Canvas** Set-up groups in Canvas (link to steps to create automatic groups or manual groups). Create a peer review or group assignment (links to steps for peer reviews and group assignments).

I want to…	Recommendation
 Facilitate group work for multiple tasks	**Teams w/ Private Channels** Set-up your class in Teams and create private channels for each group (link to steps). Students meet in the private channel associated with their group. They can create Word, Excel, PowerPoint, and OneNote documents, using the **Files** tab in their private channel. This scenario is **not** recommended if small groups will only meet once for one task, as there is a lot of initial set-up to create a new Team and private channels. **Canvas** Set up groups in Canvas to create a group workspace for students (link to steps to create automatic groups or manual groups). You can then create graded discussion boards (link to steps), facilitate group collaborations (link to steps), and create a group assignment (link to steps). **Note:** If using Canvas Collaborations, students must ensure that they are logged into Google or Office 365 with their **UCC credentials**. If using Google to collaborate, the creator of the collaboration must also open their own Google Drive (with UCC credentials) and ensure that the privacy settings of the collaboration are set so that it is accessible to all group members.
 Create a dynamic homepage	**Some ideas on homepages from Canvas:** https://www.youtube.com/watch?v=M6Tx4H5BSXg&feature=youtu.be **Note:** The ideas presented in the above training video are geared towards school-age students, but these ideas could be amended and updated to create a nice experience for students in Higher Education. The video references templates and some other tips and tricks, which are found in Canvas Commons. If you are interested in creating a new homepage, let me know and I can help with design, development, and implementation.
 Create a video assignment for students to present their work	Live presentations should be avoided, unless the IT capabilities of students can be assured. Instead, I recommend creating a video assignment, using one of the following options: **Panopto** Students can create a video in Panopto, and submit it via an assignment on Canvas (links to steps for teachers and students). **Canvas Recording/Upload** Create a multimedia assignment, where students have the option to record their presentation (video or audio only) directly in Canvas (link to steps).

I want to…	Recommendation
Gauge student understanding	**Quizzes** Use either Classic or New Quizzes to create ungraded, formative assessments that aim to test students' knowledge and help you gauge student understanding.
 **Gauge student engagement**	**New Analytics** You can use New Analytics in Canvas to: • View the average course grade • Compare the course average with an individual assignment, course section, or student filter • View average weekly online participation analytics • Compare the course average weekly online participation analytics for an individual student • Send a message to all students or an individual student based on a specific course grade or participation criteria • View course grade and participation analytics for an individual student Link to further details.
Get student feedback	**Microsoft Forms** Create a survey in Microsoft Forms to request student feedback (link to steps). If you want the survey to be anonymous, you must de-select the **Record name** setting (link to steps). Embed the form on a page in Canvas by pasting its embed code in the **Insert/edit media** feature in the Rich Content Editor. **Classic Quizzes** Use the Classic Quizzes feature in Canvas to create an ungraded survey (link to steps).

Accessibility:

- Both Panopto and Microsoft Stream have a captioning feature. The captions are machine-generated, so are not always accurate. You can edit the captions directly in Microsoft Stream and Panopto – this editing is a lot of work but aids in accessibility of any recorded lecture content that you produce.

On building relationships:

- https://www.theguardian.com/education/2020/jun/08/lecturer-and-student-relationships-matter-even-more-online-than-on-campus