

Getting ready to teach remotely: A Quick Guide for CNA Instructors

Click on underlined items to find D2L Quick Guides for step-by-step instructions

I want to...

...communicate with my students

As best you can, make sure your students understand expectations for participation in a remote class. Keeping course communication within the course site helps it to be manageable and organized.

Discussion Tool: Use the [D2L Discussion Tool](#) for broader course messages or content-related posts.

Course Mail/Email: Use the [D2L Classlist](#) to email students/classes.

News Items: Use the [D2L News Feed](#) to send updates to students about any changes, upcoming assignments, or dates and deadlines. This will show up for students on their main course home page.

...facilitate student groups

When creating group spaces and assignments, provide structure and clear instructions so students understand how these activities link to learning outcomes and assessments.

Synchronous: Create a Video Assignment where students can share files and create their own [D2L Virtual Classroom](#) meetings without the Instructor having to be included. They can use this area to work on group projects or present to the class. If they are hosting class presentations, try using the Survey Tool in Brightspace to solicit immediate feedback from participants, as you would in a face-to-face class.

Asynchronous: The [D2L Groups](#) feature in Brightspace allows you to set up groups, as well as create private discussion areas and group assignment dropboxes.

...lecture (and share slides or screens)

Keep in mind that long lectures are not ideal for learning. If you plan to lecture, try to find ways to break it up into shorter chunks.

Synchronous: Use [D2L Virtual Classroom](#) to deliver lectures and engage students with audio or text-based chat. This works best for a class size of 20-30. These sessions can also be recorded (be sure to advise students if recording).

Asynchronous: Use [D2L Virtual Classroom](#) to pre-record your lecture and share with students. You can also upload narrated PowerPoint slides, or use screen sharing to show a website or your work in another application. All actions you take during a session can be recorded and published to your course site.

PowerPoint: Narrate your slides within [PowerPoint](#). Once the recording is completed, upload it to your course site to provide access to your students.

Contact Information:

Director, Teaching & Learning Innovation: jenn.wicks@cna.nl.ca

DL Faculty Trainer: lisa.skinner@cna.nl.ca

Associate Vice President – Connected Learning: Theresa.pittman@cna.nl.ca

DL Service Coordinator: heather.penney@cna.nl.ca

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...collect assessments online

Be sure to communicate to students any changes to assignment deadlines or assessments.

Assignments: Consider using the Brightspace [D2L Assignment Dropbox](#). All submissions are time stamped, and the students can receive confirmation of submission.

Video Assignments: If students are required to demonstrate competency through an oral exam or demonstration, having them record a short video may be a useful approach.

Non-Invigilated Quizzes: The Brightspace [D2L Quiz tool](#) accommodates a variety of question types including multiple choice, matching, long and short answer. You can also choose to randomize questions and answers to create variety in the online assessment.

...maintain office hours

Use online office hours to let students know when you will be available online during the week. You can do this for the whole group and/or 1:1 online appointments.

Virtual Classroom: [D2L Virtual Classroom](#) can help you maintain scheduled office hours. Clearly state when you will be available online.

By Appointment: In some cases, it may be appropriate to make appointments if students want your full attention, or their questions are of a personal nature.

Contact Details: Provide email and a phone number where you can be reached, let students know when you are available and when you are not.

...find support

We are here to support you! Please keep in mind we will do our best with response times during this high demand period.

Distributed Learning Help Desk provides support seven days a week for extended hours: <http://dls.cna.nl.ca>

Phone: 1-877-465-2250

Email: dls-help@cna.nl.ca or learn@cna.nl.ca

Training Resources & Schedule: [Teaching Remotely](#)

Step-by-Step Tutorials: [Instructional DL Know How Videos](#)

System requirements: To check if your computer meets all the requirements, please visit [Computer Requirements](#).

Login with your current login credentials to your D2L courses at: <http://dls.cna.nl.ca>

