



## INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

*Supporting faculty in the creation and development of high-impact learning opportunities*



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## 1. PLANNING TO TEACH ONLINE OR HYBRID?

Online and hybrid courses, when designed thoughtfully, can be highly effective and engaging for students. Even with a short-term shift, instructors can plan high-quality instruction. To accomplish this, it is helpful to think about key elements of learning as you prepare your instruction.

1. What are your objectives for the time you will be teaching online or in hybrid format? In other words, what do you want your students to learn? Once you know this, it will help you determine what ways you want to teach and what learning experiences you want to design for your students. View [Expectations & Objectives](#) and [Course Design Mechanics](#) for additional information.
2. What student learning activities did you have planned and how can you translate those to the online environment? The university adopted Learning Management System (LMS) [Canvas](#) has many features that can support active student learning including [Discussions](#), [Studio](#), and [Collaborations](#).

3. Determine the instructional methods you wish to use to deliver the content. For example, you can use the Studio feature to create short lectures or provide special readings for students. You might wish to add an activity to engage the students in the content like a discussion or learning task. View [Using Videos](#) for additional information.
4. Decide how you want to assess students' learning. Just like in face-to-face classes, we often use short activities or quizzes to see if students understood the lesson. Canvas has features like [Quizzes](#) to help you do this. Or you can plan an activity the students must complete and upload to Canvas for you to review.
5. Use asynchronous teaching approaches when appropriate.
6. Use [Canvas](#) and its many features to deliver your course.
7. Communicate with your students promptly and effectively. Provide clear, detailed instructions and prompt feedback for assignments.

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## 2. SPRING 2022 VIRTUAL GTA CONFERENCE

### THEME: INCLUSIVE TEACHING

The conference will be held on **Wednesday, January 5** from 8:45am until noon. There will be multiple breakout sessions available.

#### GTA Conference Agenda:

- 8:45 to 9:00 am** – Welcome and Overview – Graduate College
- 9:00 to 9:20 am** – Nathan Horton – Including Various Cultural Differences in a Classroom
- 9:30 to 9:50 am** – Amber Manning-Oullette – Inclusive Teaching Strategies and Techniques
- 10:00 to 10:20 am** – Aleigha Marriott – Identifying Students of Concern: What is My Role as a GTA?
- 10:30 to 10:50 am** – Penny Thompson – Using Technology for Student Feedback
- 11:00 to 11:20 am** – Jill Joyce – Including and Engaging All Students with the Education Care Process
- 11:30 to 11:50 am** – Shane Robinson – Establishing Rapport and Norms in the Learning Environment
- 11:50 to noon** – Shane Robinson – Visiting the GTA Conferences Canvas Archive

[Register Here](#)

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## 3. GETTING STARTED WITH CANVAS

All of the basic steps for setting up a course in Canvas in a convenient 5 minute video.

[Watch Video](#)



For any questions regarding contact [canvas@okstate.edu](mailto:canvas@okstate.edu) or call ITLE at 744-1000

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## 4. COMMON QUESTIONS ABOUT USING CANVAS

Below is a list of five useful tutorial videos answering five commonly asked questions about Canvas.

### How Do I Import Materials from Past Versions of a Course?

[Watch the Video](#)

Content can be imported into a Canvas directly from other Canvas courses, which is very useful when re-using content from one semester to another. The same process can be used when copying content from a Sandbox or Test environment into an actual course.

### How Do I Add a TA to the Course?

[Watch the Video](#)

Instructors can use the People option in a course navigation bar to add a TA to a class.

### How Do I Get a List of Student Email Addresses?

[Watch the Video](#)

Canvas lets instructors use the New Analytics tool to get a .CSV file which contains student emails as well as a list of students sortable by Last Name.

### How Do I Add a Custom Dashboard Image?

[Watch the Video](#)

Canvas lets instructors customize the dashboard images of courses by using header images. These can be a useful way of distinguishing courses from each other and providing visual cues as to the type of content contained within a course.

### How Can I See What My Students See?

[Watch the Video](#)

Student view can be used as a way for instructors to peek at their courses through the eyes of a student, which can help pin down problems that students are reporting. This video uses the example of two discussion board threads that are missing for students, with the instructor using student view to get to the bottom of the issue.

## More Canvas Tips



## 5. COMBINE COURSE SECTIONS IN CANVAS

Course sections within Canvas for Spring 2022 can be combined upon request. To request a combination of two or more course sections, email [canvas@okstate.edu](mailto:canvas@okstate.edu) with the names of the courses as they currently appear in Canvas including the five-digit CRN code.

Example:

Please combine the courses below.

ABCD-1234-12345

ABCD-1234-12346

Please be aware that only the materials, submissions, etc. from one section can be preserved during the combining process. Because of this, it is not recommended to combine sections once a semester has begun.

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## 6. ONLINE AND HYBRID TEACHING RESOURCES

Teaching online or HyFlex, when thoughtfully planned, can be very engaging and effective across subjects and disciplines. Whether the content is taught synchronously (live) or asynchronously (on your own time), faculty members can present information to students, demonstrate processes, facilitate large or small group discussions, assess student learning and provide feedback on assignments and assessments. [ITLE has resources](#) to assist you in your planning for a short-term shift or a semester-long course.

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### Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Although we are not in our offices every day, we are still available to help with all aspects of online teaching. Contact us at [kdickey@okstate.edu](mailto:kdickey@okstate.edu) or [gina.morris@okstate.edu](mailto:gina.morris@okstate.edu).

### Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.  
Phone: 405-744-1000  
Email: [canvas@okstate.edu](mailto:canvas@okstate.edu)

[Visit ITLE Website](#)

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[Events Calendar](#)

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