

Emergency Online Transitions

FIRST THINGS FIRST



Communicate Now

Avoid confusion by letting students know **when** your class will be ready and **how** it will resume (synchronously during class times or asynchronously - or a blend).



Move Essentials First

Move any documents, visual content, links, and videos you may have for **the next few weeks of class** into D2L first. For ease of student use, put each into a module labeled by the dates of the week.



Figure Out Assessments

Consider the remaining assessments left in your class. Move them into D2L in the way that best aligns with your testing methods. **Integrity tips** in these videos:

[Auto-Graded Exams - click here](#)
[Open Response/Essay Exams - click here](#)



Trim as Necessary

If you are challenged to easily transfer an activity online, consider (a) whether it is absolutely necessary for student success in your course, and (b) if you can replace it with an alternative, online-friendly activity. Edit and post revised syllabus as necessary.



Guide Your Students

On your Homepage, create a short guide (or video) telling students where to find the most essential material.



Learn about Online Tools

After getting the basics onto D2L for the first few weeks, learn more about how to use the tools within D2L, including Zoom for class meetings and lecture recording.

[D2L Tutorials - click here](#)
[Zoom Tutorials - click here](#)



Make it Accessible

Remember that all students must be able to access your materials online. As soon as possible, adapt your materials for accessibility.

[Learn more here](#)
ETSU Disability Services



Seek Help as Needed

ETSU has multiple resources in place for you as you transition your course online. They are ready to help you, so don't hesitate to reach out.

[Center for Teaching Excellence](#)
[Academic Technology Services](#)

MOVING SMOOTHLY FROM HERE ON OUT



1 Communicate Often

Students need assurance that you are present and available. Try to **post announcements regularly** (once per week in News) and **respond to student emails** within 48 business hours. **Create a Questions discussion forum** and subscribe so you are notified when students post questions.



2 Assess Promptly

Students learn best and are more aware of their status in your class when they receive **grades** - and, even better, **feedback** - as soon as possible after completing/submitting it.



3 Practice Flexibility

Remember that some of your students may be new to online learning and that some may have connectivity or equipment limitations. Try to **be flexible in how assignments can be completed or adapted**, as well as with **deadlines**. If you are compassionate and understanding with your students, they are more likely to reciprocate!