

## Quick Start | *Moving Your Course Online*

Visit the [Teaching Remotely](#) document for a more in-depth guide on moving a face-to-face course to online.

**You've made your Canvas course announcement and now it's time to transition your course online. Use this prioritized checklist to ensure your online course is ready for students no later than **March 23rd, 2020**.**

*Additional resources are available on the Office of Teaching and Learning website [here](#). The OTL staff are here to help you.*

### Create your plan to course completion

- What are *essential* course content, activities, and assignments to complete this semester? Develop online alternatives that allow for independent, asynchronous completion by students.
- Revise assignment due dates and submission methods, and flex your policies as needed. Remember that the current UVU [academic calendar](#) is still in effect.
- Revise your grading scale as needed. If you require/offer points that require face-to-face interaction (e.g. attendance), be flexible and provide alternatives such as virtual check-ins or small online activities.

### Communicate with your students

- Post your plan and schedule to your Canvas course. Review it with your students, highlighting any changes.
- Use your course site to facilitate communication via Canvas inbox, discussion boards, and groups.
- Let your students know your preferred method of communication (canvas inbox, phone number, email address).
- Establish regular check-in times -- during normal class time and/or office hours when students should check Canvas.

### Deliver essential content/materials

- Make it easy for students to find the material in your course. Organize files in a way that makes sense.
- Provide a path for all students to achieve the course outcomes. Keep in mind the different situations of each student, contact the [Office of Accessibility Services](#) with any questions.

### Complete online learning activities

- Create assignments for students to submit their work.
- Give students practice opportunities with feedback before exams to promote learning.

### Assess student learning

- Create final exams in Canvas.
- Utilize online proctoring with [Proctorio](#).
- Save time by using SpeedGrader.

**Additional resources for Canvas are available [here](#).**

If you need any additional support, please contact the Office of Teaching and Learning.

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