

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.

canvas.support@uvu.edu | (801) 863-8255