More resources to help you prepare to teach online, can be found on the Dawson College Faculty Hub website

**IMPORTANT CONSIDERATIONS**

- All courses must be at least 25% synchronous
- Contact hours (synchronous teaching) must take place during the scheduled class time to avoid conflicts with other courses
- Read this document on Distance Learning and Accommodations and contact the Student AccessAbility Centre (SAAC) for students that have accommodations
- Contact your department and Dean for policies specific to your discipline and program
- For an electronic copy of your course pack(s), email: coursepacks@dawsoncollege.qc.ca
- Memos to all faculty from the administration will be posted on the “Important Messages” section of the Faculty Hub - Sign in with your Dawson login to access these documents.

**TECHNOLOGY**

- Obtain or upgrade to a Zoom Pro license: send a request to the Helpdesk from your Dawson College email address.
- If you plan to record classes: Online Course Recording Consent Statement
- For help with Moodle, send a request to Moodlehelp.
- For technical support with Lea, send a request to Leahelp.
- Visit the Faculty Hub for information on new Lea features – available Fall 2020
WHOM TO CONTACT FOR WHAT

- coursepacks@dawsoncollege.qc.ca: Information about coursepacks
- Faculty Hub: To request pedagogical support from pedagogical counsellors about structuring your course, engaging students online, assessment, and teaching with Lea, Moodle and Zoom. Resources related to teaching online are also available here.
- HelpDesk: Equipment or technology
- Library: Virtual reference desk and information
- Rafael Scapin: Educational technology questions (Moodle, Lea, H5P, etc.)
- Student Hub: Information for students on the Virtual Campus

RECOMMENDED VIEWING

- This Teaching with Moodle Course developed for Dawson faculty
- This tutorial: Developing an Online Course developed by Dawson teacher and E-Learning Community of Practice Lead, Chantale Giguère
- This video recorded by Dawson teacher and DALC Lead, Selma Hamdani: How to use H5P to create interactive PowerPoint videos that can be added to Moodle (use your Dawson login to view this video on MS Stream)

RECOMMENDED READING

- The Building Blocks of an Online Lesson
- Aligning a Competency(ies) to Learning Outcomes
- Online Course Design Checklist
- Online Course Outline Considerations
- Assessing Student Learning in an Online Setting
- Best Practices: Create Engaging Educational Videos
- Improving Distance Learning: Dawson Student Survey Results (Winter 2020)

Visit the Faculty Hub website for additional resources.

For pedagogical support related to Course Design, Zoom, Moodle and Lea, fill out the Request Support Form on the Faculty Hub and someone will contact you.