

Quickstart Guide for Teaching Remotely Fall 2020

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.

