Office 365 Suite
March 2020

Rapidly Moving Courses Online
Today’s Agenda

Rapidly moving courses online
Myoffice.uwo.ca
Recording Lectures With PowerPoint
OneDrive
Word Online
Teams
Notes About Rapidly Moving Courses Online
Rapidly moving a course online is not the same as building an online course.

Focus on simplicity:

1. Tell students now that you are working on the course and tell them how to best communicate with you.

2. “Less is more” for tool selection, content delivery method, and assessment. Choose a few approaches that best suit your needs and use them consistently.

3. Create your content.

4. Post your content.

5. Communicate with students about how they should access, work through, and interact with the content. Create a task checklist for them.

6. Create assessments that can be submitted digitally.
Communication with your students is a key to their success.

- Begin communicating with them now. Don’t wait until you feel everything is “ready” or “perfect.” Start by telling them you are here for them and let them know when more information is coming.
- Tell them your preferred method of communication and when to expect a response.
- Communicate what will change in the course and how this will impact them (e.g., readings, topics covered, assessments--including weighting, if applicable).
- Create checklists for each week/module that outline what students need to do and by when.
- Hold extra “drop-ins” via Zoom or Blackboard Collaborate.
Don’t try to replace every lesson, activity, and assessment planned for your face-to-face class.

- Focus on content where course learning outcomes haven’t yet been met
- Select one or two methods for teaching content and facilitating student interaction, then remain consistent, e.g.:
  - PowerPoints with annotations or voiceover OR
  - 8-10 minutes lecture videos/video content, followed by opportunities for forum discussion (text, video, or audio) OR
  - VoiceThread presentation with opportunity for student comments and questions
- Avoid live lectures, particularly with large classes – this tech will be experiencing increased demand and could be unstable (but drop-in office hours are okay!)
- If necessary, reconfigure or replace assignments to allow for digital submission (e.g., digital file submission; virtual presentation; website, blog or ePortfolio creation, etc.)
Need ideas for adapting your teaching and assessments?

Email elearning-support@uwo.ca and set up a consultation time!

Visit https://elearningtoolkit.uwo.ca/ for more suggestions and tools.
Myoffice.uwo.ca
We Will cover

- What is myoffice.uwo.ca
- Live Demo: Where and how to log in
- Live Demo: Orientation
- Live Demo: Downloading the desktop apps
Recording Lectures With PowerPoint
We will cover

- Why would you record your lecture?
- What formats can you create?
- Live Demo: Orientation to Slide Show Tab
- Live Demo: Record a short presentation clip
- Live Demo: Export to .ppsx and .mp4
- Live Demo: Add to an OWL Lesson
OneDrive

Rapidly Moving Courses Online
We will cover

- Why use OneDrive
- When to not use OneDrive
- Live Demo: Orientation
- Live Demo: Adding a file
- Live Demo: Sharing Settings
We will cover

- When would you use Word Online?
- Live Demo: Review Mode
- Live Demo: Adding a Word Doc to OWL
Microsoft Teams

Rapidly Moving Courses Online
We will cover

• Why would you use teams?
• Live Demo: Orientation
Next Steps
Other workshops
Available March 16\textsuperscript{th} and 17\textsuperscript{th}:

- OWL Basics
- Office 365 Suite
- Zoom, Collaborate, and VoiceThread
- Lessons Tool & Resource Organization
- Groupwork

Register at [https://teaching.uwo.ca/elearning/](https://teaching.uwo.ca/elearning/)
One-on-one Consultation

Instructional Technology Resource Centre
Monday and Tuesday – 8:30am to 8:00pm

Drop-in: Support Services Building 4320

OR

Book an online consultation: Call extension #83800
Remember:

• We are in “uncharted territory”
  • Perfection is not an expectation

• Keep communicating with your students and your colleagues. We are all in this together and will get through it together.

• Ask for help – we are here for you and you are not alone!
Thank you!