Red Deer Polytechnic
Centre of Teaching, Learning and Scholarship

New to Online Teaching? The CTLS is Here to Help

The CTLS is here to help with the transition to online...
- Contact us for a quick question or to set up a consultation
- Message us through **Microsoft Teams** or send an **email** to: ctls@rdpolytech.ca
- Visit the CTLS Resources SharePoint for guiding instructions on using Blackboard, Blackboard Collaborate Ultra, Respondus 4.0, Lockdown Browser and Monitor, and more!

Design Tips for Your Online Course

Flexible Blackboard Courses

include areas for students to submit assignments online
For example, use the Assignment tool

include all course-related resources
For example, embed videos, attach articles, and link to websites

utilize effective online course design practices
For example, organize your content into weeks and break it into smaller pieces

communicate important messages online
For example, use the Announcement tool

include virtual opportunities for connecting with students
For example, use Collaborate Ultra to hold virtual office hours

Select Your Communication Tools

The following tools offer options for facilitating communication online between instructors and students. To learn about the pros and cons of each tool, visit our Communication Tools page.

Microphone

Recommendation:
IPEVO VZ-R
Integrated Microphone

Headset with Microphone

Recommendation:
Jabra Talk 30
Bluetooth Headset

Speaker and Microphone

Recommendation:
Jabra Speak 510 USB and Bluetooth Speaker

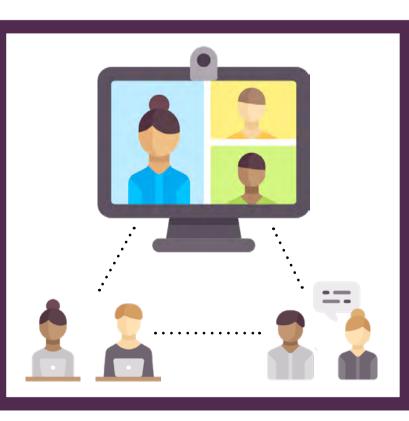

Camera and Microphone

Recommendation:
IPEVO VZ-R HDMI/USB Document Camera

Online Communication and Connection Strategies

Design your course menu to be clear for students to navigate through your course (e.g. Week 1 (Jan 4-9), Week 2 (Jan 10-16), etc.)

Create a virtual space(s) for students to ask questions (e.g. an "Ask Questions Here" discussion board forum)

Show students how to access the Live Classroom in your course (link is included in the course menu)

Decide on consistent ways of communicating with students. Then share your primary and secondary communication methods with students (e.g. announcements, emails, etc.)

Help students make connections between course content through quick videos that may:
- Summarize the previous week
- Outline topics for the current week
- Make connections to topics in future weeks
- Highlight the key concepts/big takeaways