

## Fall Course Delivery – What’s Best for You?

### Distance/Online (Fully Online)

A course taught fully online has no in-person student contact. If you choose to deliver your course fully online you will need to decide the format. The format options include:

#### 100% Asynchronous

No live sessions. Any lectures are pre-recorded (you can still set deadlines by which students should watch them); content can also be delivered via annotated readings, available internet videos, digital OER materials, etc. Discussions take place using the Canvas Discussion Boards (you can set guidelines for the content, number and distribution of posts per week, per unit, etc.).

*How might this work?* An instructor creates modules in Canvas that include a pre-assessment, required viewings/readings, discussion board prompt, and post-assessment for each topic or unit. Tasks are due at specific times each week.

*What’s the instructor workload?* Instructors will need to pre-record lectures, but these can be recorded throughout the semester. All material can be pre-loaded at the beginning of the semester. Since everything is asynchronous, there is no need to provide accommodations for students missing live sessions. Instructors should communicate regularly (2-3 times/week) with students through announcements and schedule enough formative assessment to regularly give feedback. Instructors will need to check-in to discussion boards regularly.

#### Combination of Asynchronous and Synchronous Online

Some live sessions during regularly scheduled class time. These may include class presentations, lectures, and discussions. All other content is delivered asynchronously (and assignments are collected asynchronously).

*How might this work?* An instructor might require all lectures be attended live through Zoom and then provide opportunity for additional discussion through Canvas. Or, an instructor might provide pre-recorded lectures, host a live discussion session, and provide space for students to participate through a Canvas discussion board.

*What’s the instructor workload?* Instructors must make accommodations for students who are not able to attend live sessions by recording all live sessions and posting them. If discussions take place live, then there must be an asynchronous option available for students who cannot attend. Instructors should communicate regularly (2-3 times/week) with students through announcements and schedule enough formative assessment to regularly give feedback. Instructors will need to check-in to discussion boards regularly.

#### 100% Synchronous

Students will meet during regularly scheduled class time through Zoom. This option moves the course activities into a virtual environment and does not utilize asynchronous tools such as the Canvas discussion board as its primary delivery method.

How might this work? Students complete homework and prepare for course as they would a face-to-face course. All lectures, course discussions, and course activities such as presentations take place live in Zoom. Instructors should be well-versed in using Zoom and zoom break-out rooms for class discussions and activities.

What is the instructor workload? This is the least flexible online option for faculty. All live sessions must be recorded and posted for students who are not able attend. If there are live discussions, there must be an asynchronous option for students to participate. Additionally, this requires the most technical skill for faculty and the most technology for students.

### Mixed Face-to-Face Delivery (Mixed F2F)

A course taught as a Mixed F2F means that faculty and students interact less than 75% of the class time. Most class interactions are done online, either asynchronously or synchronously. There are several ways to consider the logistics of a Mixed F2F course and it will depend on the course content.

#### Case 1

The instructor provides all pre-recorded lectures for students. Students watch a lecture, complete a formative assessment, and completes readings or other tasks prior to an in-person meeting each week. Students may also be encouraged or required to participate in asynchronous discussions in Canvas before or after in-class meetings to continue the in-person conversation.

For the in-person component of the course, each student is assigned to 1 of 3 discussion groups and each discussion group meets on a different day during the regularly scheduled class time. During the in-person sessions, the Instructor leads a discussion of the course material or facilitates some other interactive activity designed to solidify student's learning of the content delivered online. The instructor provides online office hours. The instructor also provides a parallel online asynchronous activities for students who are not able to attend an in-person class meeting.

#### Case 2

The instructor delivers a 100% asynchronous course using pre-recorded lectures, online formative and summative assessments, and the Canvas discussion board. The instructor hosts open labs/discussions during regularly scheduled class time where students can meet in-person to ask questions, get feedback on the assessments, and talk with peers and the instructor in informal group discussions. The instructor may need to manage "sign ups" for students to ensure they don't exceed the COVID-19 room capacity. Students could be required to attend a specific number of open labs by the end of the term.

To accommodate for students who may not want to meet in-person the instructor also hosts live Zoom open labs. The instructor also monitors a discussion board that students can use to ask any question about the course if they are not able to attend any live sessions.

### Face-to-Face

Face-to-Face courses meet in-person at least 75% of the time, so even in this case some course activities may take place online. Instructors must have a contingency for students who are not able to attend an in-person class due to illness/quarantine so that the student can successfully meet the course learning objectives. This requires course materials, including lecture material, to be online. Students must be able to earn all participation points for the course through a different format than in-person class sessions.