



# Fall 2020 Teaching Guide

## **In-Person Course Delivery**

Use this guide if you have selected the *In-Person Course Delivery Model* for fall 2020. The guide provides a 2-step decision-making process to determine in-person and online components as well as develop a contingency plan for a shift to remote delivery.

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**Developed by UNC’s Center for the Enhancement of Teaching & Learning and Instructional Design and Development**

**Division of Academic Effectiveness**

## Tips for Success

- Prepare contingency plans (before the start of fall semester) for students who are not able to attend class due to illness or quarantine.
- Be prepared for a rapid shift online due to COVID-19. Make a contingency plan for your entire course so that you are prepared for an online shift.
- Upload all course materials to Canvas for students to access. You do not need to have everything in Canvas on the first day of class.
- Check-in with students who are not attending class.

## Step 1: Determine what you will deliver in person and online

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. You will need to decide if all course meetings will take place in-person or if you will deliver some course content online. Consider requiring all assignments to be submitted through Canvas to avoid transmission of paper and other materials.

How will you split your face-to-face and online time?

- I will deliver my course 100% in-person with in-person assignment/quiz/exam submission.
- I will deliver my course 100% in-person. Assignments and quizzes/exams will be submitted in Canvas.
- Some activities/lectures will be done online with in-person assignment/quiz/exam submission.
- Some activities/lectures will be done online. Assignments and quizzes/exams will be submitted in Canvas.

If you are delivering some activities/lectures online, consider the following questions:

- I will use the in-person course hours for the following activities:
  
  
  
  
  
  
  
  
  
  
  
  
- I will use the online course hours for the following activities:

## Step 2: Determine Contingency Plans

Instructors must have a contingency for students who are not able to attend an in-person class due to illness or quarantine so that the student can successfully meet the course learning objectives. This is also critical in the case that UNC must move to fully remote delivery. 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. You can use this Contingency Planning worksheet to determine your contingency plans.

Refer to the Canvas Tools guide on p. 5 to help you consider your contingency plans.

### Contingency Planning Worksheet

Course Component	Questions to Consider	Contingency Plan
Assignments	<ul style="list-style-type: none"> <li>• What type of assignments are required in your course?</li> <li>• If you assign papers can they be turned in through Canvas?</li> <li>• If there is a peer review of the paper, can that be done via email instead of in-person?</li> <li>• If you require an in-class presentation, can this be submitted as a powerpoint recording or delivered through Zoom in a live session?</li> </ul>	
Exams/ Quizzes	<ul style="list-style-type: none"> <li>• Do students take your exams and quizzes on paper?</li> <li>• If so, is it possible to provide these through Canvas?</li> <li>• Can quizzes and exams be submitted virtually, either through Canvas or email?</li> </ul>	
Class Discussion/ Participation	<ul style="list-style-type: none"> <li>• How do students typically participate in your course?</li> <li>• Do you hold large group and/or small group discussion?</li> <li>• Is it possible to post discussion questions in Canvas for students to participate?</li> <li>• If not, can students do a different reflective assignment, such as a short paper, to make up the participation?</li> </ul>	
Lecture	<ul style="list-style-type: none"> <li>• How do you deliver lecture?</li> <li>• Do you use a powerpoint that can be recorded over and posted in Canvas?</li> <li>• Can you record your live lectures and post them in Canvas?</li> </ul>	
Is Flipped Right for You?	<ul style="list-style-type: none"> <li>• Is it possible that students can watch pre-recorded lectures and complete readings and short assignments to prepare for an in-person class focused on discussion and hands-on learning?</li> <li>• If so, can you provide Zoom options for students who cannot attend the in-person sessions?</li> </ul>	

## Canvas Tools

Delivering any content online or rapidly shifting to online delivery will require adjustments to your pedagogy and you will need to rethink some course activities and assignments. This overview of Canvas tools can help you determine how to transfer in-person activities to the online environment.

If I do this in person...	I can do this in Canvas...
Deliver lecture on course topics	<ul style="list-style-type: none"> <li>• Post pre-recorded lectures for students to watch. Since students cannot ask questions during a pre-recorded lecture, it is best to shorten these and have a <a href="#">formative assessment (guide)</a> for the content to gauge student learning.               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Asynchronous Presentation (Template)</a></li> </ul> </li> <li>• Host a live Zoom meeting to deliver the lecture material.               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Synchronous Presentation (Template)</a></li> </ul> </li> </ul>
Give quizzes for formative assessment	<ul style="list-style-type: none"> <li>• Create a Canvas quiz that is auto graded.               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Quiz Example</a></li> </ul> </li> <li>• Create a Canvas quiz with open-ended questions.</li> <li>• Ask students to respond to a quick discussion prompt to check understanding.</li> </ul>
Give exams in blue books or with bubble sheets	<ul style="list-style-type: none"> <li>• Exams can be developed through the Canvas quiz tool. Many question options exist including multiple choice, matching, fill in the blank, and essay questions (many can be pre-graded to save time).               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Exam Example</a></li> </ul> </li> </ul>
Lead students in small and large group discussions	<ul style="list-style-type: none"> <li>• Create a discussion forum for the entire class to respond to questions.               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Discussion (Template)</a></li> </ul> </li> <li>• Create group discussions for students to discuss course topics.               <ul style="list-style-type: none"> <li>◦ <a href="#">IDD Group Discussion (Template)</a></li> </ul> </li> <li>• Host a live Zoom meeting for an “in-person” class discussion (consider using break-out rooms for small group discussion).</li> </ul>
Student presentations with PowerPoint	<ul style="list-style-type: none"> <li>• Have students pre-record their PowerPoint presentation.</li> <li>• Ask students to record a presentation using Zoom and post the recording.</li> <li>• Host a live Zoom meeting where students present to the class.</li> </ul>
Group work	<ul style="list-style-type: none"> <li>• Create groups in Canvas to provide a space for groups to communicate.               <ul style="list-style-type: none"> <li>◦ <a href="#">Creating Student Groups (Guide)</a></li> </ul> </li> <li>• Groups can use Zoom or Microsoft Teams to meet outside of Canvas</li> <li>• In Canvas groups share a group homepage where they can share files, create wikis, and have ongoing group discussions. Groups can then submit a URL link to their group site product(s). They can also participate in graded group discussions prompted by the instructor.               <ul style="list-style-type: none"> <li>◦ <a href="#">Working with Groups in Canvas (Guide)</a></li> </ul> </li> </ul>
Host office hours	<ul style="list-style-type: none"> <li>• Set <a href="#">virtual office hours (Guide)</a>.</li> <li>• Create a discussion forum in Canvas specifically for course questions.</li> </ul>