

ONLINE TEACHING

FACULTY SELF ASSESSMENT TOOL

CENTRE FOR TEACHING AND LEARNING

	I am comfortable & autonomous	I am able, but need some assistance	I require assistance with this	N/A
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1. Using Moodle

Setting up & organizing a Moodle course page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uploading files to Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Moodle communication tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selecting an appropriate Moodle Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting up Quizzes in Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting up Assignments in Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Moodle Discussion Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing feedback through Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning interactive Moodle activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining the best use of asynchronous class time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am comfortable & autonomous

I am able, but need some assistance

I require assistance with this

N/A

2. Preparing Course Resources

Breaking up weekly content into shorter segments

Preparing a narration script for a video

Writing clear instructions and guidelines for learning activities and assignments

Recording audio narration on PPT

Recording lectures on YuJa

Uploading content to my YuJa account

Making YuJa videos available to students on Moodle

Creating educational media (demo, podcast, lighboard, etc.)

Finding online course resources (Library-subscribed, Open Educational Resources, Textbooks, etc.)

	I am comfortable & autonomous	I am able, but need some assistance	I require assistance with this	N/A
Providing access to online course resources (and ensuring copyright compliance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing learning resource materials (websites, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring my course materials are accessible (eg: Alt Text or descriptive language for all images that are not decorative, videos have closed captioning and transcripts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Preparing Course Assessments

Adjusting my assessment breakdown to reflect the online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewing my assessment practices to ensure they are appropriate to an online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Converting my assessment to an online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I am comfortable & autonomous	I am able, but need some assistance	I require assistance with this	N/A
Selecting the appropriate exam platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapting exam questions for my chosen exam platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring academic integrity for my exams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Using Zoom

Scheduling Zoom meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hosting Zoom meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selecting an appropriate Zoom activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Zoom Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Zoom Breakout Rooms				
Using Zoom Polling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning interactive zoom sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining the best use of synchronous class time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I am comfortable & autonomous	I am able, but need some assistance	I require assistance with this	N/A
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5. Using Instructional Technology Tools

Writing formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing languages with different keyboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawing and diagramming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using online labs and simulators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selecting and appropriate tool to support my teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Teaching online

Converting my course into synchronous and asynchronous online activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choosing the appropriate online tool to match the lesson/objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designing & facilitating interaction between students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I am comfortable & autonomous	I am able, but need some assistance	I require assistance with this	N/A
Converting labs, studios, experimental activities into an online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building a class community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

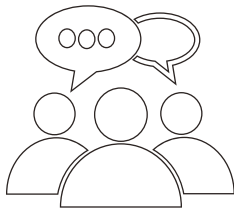
7. Other

Planning a schedule and mapping the milestones for producing my online course on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-envisioning my course to eventually be taught in a blended format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOURCES

The Center for Teaching and Learning have assembled a series of resources and recorded webinars that offer options for both independent and guided support to help you create and manage a robust online course. Below you will find specific suggestions and resources that we have compiled for you.

Using Moodle



You might be interested in the following resources:

- [Setting up & organizing a Moodle course page](#)
- [Uploading files to Moodle](#)
- [Using Moodle communication tools](#)
- [Selecting an appropriate Moodle activity](#)
- [Setting up Quizzes in Moodle](#)
- [Setting up Assignments in Moodle](#)
- [Using Moodle Discussion Forms](#)
- [Providing feedback through Moodle](#)
- [Planning interactive Moodle activities](#)
- [Determining the best use of asynchronous class time](#)

Preparing Course Resources



You might be interested in the following resources:

- [Breaking up weekly content into shorter segments](#)
- [Preparing a narration script for a video](#)
- [Writing clear instructions and guidelines for learning activities and assignments](#)
- [Recording audio narration on PPT](#)
- [Recording lectures on YuJa](#)
- [Uploading content to my YuJa account](#)
- [Making YuJa videos available to students on Moodle](#)
- [Creating educational media](#)
- [Finding online course resources](#)
- [Providing access to online course resources](#)
- [Replacing printed textbooks and assigned course materials with electronic versions](#)
- [Preparing learning resource materials](#)
- [Ensuring my course materials are accessible](#)

Preparing Course Assessments



You might be interested in the following resources:

- [Adjusting my assessment breakdown to reflect the online environment](#)
- [Reviewing my assessment practices to ensure they are appropriate to an online environment](#)
- [Converting my assessments to an online environment](#)
- [Selecting the appropriate exam platform](#)
- [Adapting exam questions for my chosen exam platform](#)
- [Ensuring academic integrity for my exams](#)

Using Zoom



You might be interested in the following resources:

- [Scheduling Zoom meetings](#)
- [Hosting Zoom meetings](#)
- [Selecting an appropriate Zoom activity](#)
- [Using Zoom Whiteboard](#)
- [Using Zoom Breakout Rooms](#)
- [Using Zoom Polling](#)
- [Planning interactive Zoom sessions](#)
- [Determining the best use of synchronous class time](#)

Using Instructional Technology Tools



You might be interested in the following resources:

- [Writing formulas](#)
- [Writing languages with different keyboards Drawing and diagramming](#)
- [Using online labs and simulators](#)
- [Selecting an appropriate tool to support my teaching](#)

Teaching Online



You might be interested in the following resources:

- [Converting my course into synchronous and asynchronous online activities](#)
- [Choosing the appropriate online tool to match the lesson/objective](#)
- [Designing & facilitating interaction between students](#)
- [Converting labs, studios, experiential activities into an online environment](#)
- [Building a class community](#)

Other



You might be interested in the following resources:

- [Planning a schedule and mapping the milestones for producing my online course on time](#)
- [Re-envisioning my course to eventually be taught in a blended format](#)