Resources

Week One – Making Plans

Perception of Online Classes

- [What do you think about online classes](#) (Google Slides presentation)

Backwards Course Design

- [UW-Madison Backwards Course Design video](#)
- Fink, L. D. (2013). *Creating significant learning experiences: an integrated approach to designing college courses*. San Francisco: Jossey-Bass. [Direct link](#) to book.
- Wiggins, G. P., & McTighe, J. (2008). *Understanding by design*. Alexandria, VA: Association for Supervision and Curriculum Development. [Direct link](#) to book.
- Garrison, R. (2016). *Thinking Collaboratively: Learning in a community of inquiry*. United States: Routledge/Taylor & Francis Group. [Link to eBook](#) Recommended reading: pp. 56-63.
  Theoretical and research-supported framework developed specifically for online learning.
- Fink, L.D. (2005). Integrated Course Design. IDEA Paper #42. [Direct link.](#)
  Seven-paged summary of Fink's framework.

Alignment Charts

- [Whys and Hows of Assessment](#), Eberly Center, Carnegie Melon University
- [Learning Outcome Assessment Matrix](#), Office of Instructional Development, UCLA

Week Two – Summative Assessments

Quizzes

- [14 Rules for Writing Multiple Choice Questions (Links to an external site.)Links to an external site.](#) (BYU) pdf (This brief resource is succinct providing nice higher order thinking examples.)
- Online Learning Consortium: [How to stop cheating on online quizzes](#).
- UCF: [Online Assessments](#) (scroll down to Exam/Quiz Length and Open/Closed Book Tests)

- [How to Write Better Tests](#): A Handbook for Improving Test Construction Skills (Indiana) download the PDF for better viewing. This resource contains a generous section on essay questions as well.
- [Writing Good Multiple Choice Test Questions](#) (Vanderbilt) web page (This resource is lengthy but comprehensive.)

Summative Assignments

- [10 Guidelines for Making Writing Assignments](#) (1 p.) adapted from Moss, A. & Holder, C. (1988). *Improving Student Writing.* Pomona: California State University.
- [Transparent Assignment template](#) (first page only)
- [Draft Checklist for Designing a Transparent Assignment](#) (1 p.;detailed version of above)
- [Bloom's Critical Thinking Cue Questions](#) (1 p.; use in designing the Task)

Scaffolding

- [Scaffolding Student Projects: Seven Decisions](#) (Scroll down to the bottom of this resource for tips.)

Writing Assignments

- [10 Guidelines for Making Writing Assignments](#) (1 p.) adapted from Moss, A. & Holder, C. (1988). *Pomona: California State University.*

Research Assignments

- UNCG Libraries: [Getting Started with Research](#)
- [NCSU: Picking Your Topic IS Research](#) (video)

Rubrics

- [Discussion Rubrics](#) from UCF Teaching Online Pedagogical Repository
  Examples of both simpler and more elaborate rubrics that contain criteria that include content, reasoning, quality of writing, citations, and more.
- [Online Discussion Rubric](#) from Joan Vandervelde of University of Wisconsin Stout
  Criteria: critical analysis, participation in the learning community, etiquette in dialogue with peers, quality of writing and proofreading.
- [Creating Rubrics](#) from Illinois Online Network
  Seven sample rubrics categorized by assessment type: formative, summative, evaluative, educative, motivational, communicative.

Week Three – Formative Activities

Learning Activities

- [Illinois Online Network](#)
- [Do students learn when we're not teaching?](#) The Case for Instructional Inversion Bill Roberson (2 pp.)
- [Discussion board ice breakers](#)

Online Discussions

- [Tips for Asynchronous Online Discussions](#) (Introductory material)
- [Asynchronous Online Discussion Strategies](#) (Description of 5 sample strategies)
  Note: The Community of Inquiry research literature has found that students are fairly good at *exploring* an issue (which requires more divergent thinking), but need more instructor guidance for *integration* and *resolution* activities (which require more convergent as well as more critical thinking).
- [References for Asynchronous Discussion Strategies](#)

Week Four – Universal Design and Course Layout

Universal Design for Learning (UDL)

- [TED Talk: Why We Need Universal Design](#) (video)
- [Ten Steps toward Universal Design for Online Courses](#)
- UDL guidelines at [CAST](#) - Nonprofit education research and development organization.
- [Universal Design for Learning in an Online Teacher Education Course: Enhancing Learner Confidence to Teach Online, by Ye He](#)

Assessing & Creating Resources for UDL

Documents

- Microsoft: [Make Your Word Documents Accessible](#)
- Google: [Make Your Document or Presentation Accessible](#)
- Binghamton University: [Apple Pages Accessibility Quick Tips](#)
- WebAIM: [Creating Accessible Documents, Microsoft Word](#)

Presentations

- Microsoft: [Make Your PowerPoint Presentations Accessible](#)
- Google: [Make Your Document or Presentation Accessible](#)
- Swarthmore College: [Accessible Keynote and PowerPoint Presentations](#)
- WebAIM: [PowerPoint Accessibility](#)

PDFs

- WebAim: [Converting Documents to PDF](#)
- Adobe:
  - [PDF Accessibility Overview](#)
  - [Create and Verify PDF Accessibility (Acrobat Pro)](#)

Web Pages

- W3C Web Accessibility Initiative: [Web Content Accessibility Guidelines (WCAG) Overview](#)
- UNCG Internet Oversight Committee: [Accessibility Guidelines](#)
- [WAVE Web Accessibility Tool](#)
- Canvas: [General Accessibility Guidelines](#) (with links to instructions for alt text, tables, headings, etc.)

Creating Captions Yourself

- [Automatic captioning in YouTube](#)
- [Create captions for uploaded or recorded videos in Canvas](#)

Captioning Services

- ITS has negotiated a contract with 3PlayMedia for captioning services; however, you or your department are still responsible for payment. For more information, contact [3PlayMedia](#).
- UNCG Online provides captioning for up to 6 hours per online course. To apply for captioning, please complete the [UNCG Online Closed Captioning Request form.](#)

Accessibility

- [WCAG 2.0 A/AA standards](#)
- [Alternative Text and Long Description](#) (video)
- [Headings in Word documents](#) (video)
- [Accessible Slides in PowerPoint](#) (video)

- San Francisco State University - The Center for Teaching and Faculty Development
    - [Accessibility for Instructional Materials: General Guide for Documents](#)
    - [Accessibility Guides](#)
- Penn State: [Accessibility and Usability at Penn State](#)
- Canvas: [General Accessibility Design](#)
- [The National Center on on Disability and Access to Education: Creating Accessible Electronic Content](#)
- [Accessibility Tools and Wizards](#)

Usability

- [Web Style Guide](#) - A guide for writing and coding for the web
- [Usability First website: Principles of Accessible and Universal Design](#)
- [Clean Up Your Mess: A Guide to Design for Everyone](#)
- [Usability.Gov: Visual Design Basics](#)

Organizing Content for the Web

- [Web Style Guide: Organizing your Information](#)

Week Five – Locating Resources

Copyright and Fair Use

- [UNCG's Fair Use Worksheet](#)
- [UNCG's guidelines](#) for abiding by copyright law when choosing resources for online classrooms.
- UNCG ITS: [Copyright Dos and Don'ts for Distance Education](#)

UNCG Library

- [Finding Resources at the UNCG Library](#) (video)
- [Guidelines for Photocopies for Reserves and eReserves](#)
- UNCG Library's [Reserves Policies and Procedures](#)
- [UNCG Library Resources](#)
- [Adding eReserves to your Canvas Course](#)

Locating Content

- US federal government - https://www.usa.gov/federal-agencies/a All works created by the US federal government are copyright free except their logos and any work commissioned by the agency. Examples include:
    - Data.gov the home of the U.S. government's open data
    - USA.gov , A-Z index of U.S. government's departments and agencies
- TED talks - www.ted.com -TED stands for Technology, Entertainment, Design. This non-profit organization provides short powerful talks on a variety of topics. All videos are closed-captions with additional transcript options.
- MERLOT - www.merlot.org - MERLOT stands for Multimedia Educational Resource for Learning and Online Teaching. This is a curated collection of resources free to all educators to use.
- ArtStor - www.artstor.org- This non-profit organization helps the academic community use digital technologies.
- Digital Public Library of America - https://dp.la - Search for items from libraries, archives and museums.
- Internet Archive - https://archive.org/ - A non-profit library of books, movies, software, music and websites.
- Flickr and Flickr Commons - https://www.flickr.com/commons - The world's public photography archives
- Creative Commons - https://search.creativecommons.org - Search the Creative Commons database to find copyrighted works with flexible options for use.

Video Repositories

- Australian Screen contains information about and excerpts from a wide selection of Australian feature films, documentaries, television programs, newsreels, short films, animations, and home-movies produced over the last 100 years.
- BigThink offers interviews and insight from the world's most influential experts in business, entertainment, education, religion, and media.
- Bloggingheads.tv offers split-screen video dialogues about politics and ideas.
- Crash Course Videos are made by the author John Green, his brother Hank, and other subject matter experts. All videos in the series are free to use and licensed with a Creative Commons Attribution 3.0 license but you can support them if you like through Paetron.
- Folkstreams.net has videos related to American roots culture.
- Fora.tv streams free and pay-per-view programs from conferences, summits, public forums, university debates and think tanks across the globe.
- EUscreen offers free online access to videos, stills, texts and audio from European broadcasters and audiovisual archives from the early 1900s to the present.
- The Global Oneness Project produces documentary films and interviews that explore ecological, economical, and social systems.

- [Learner.org](#) is a video collection from Annenberg Media.
- [LinkTV](#) gathers global and national news, documentaries, and cultural programs.
- [MITWorld](#) hosts talks by innovative thinkers.
- [NFB.ca](#) offers films produced by the National Film Board of Canada.
- [PBS Video](#) offers a number of their original programs.
- [PeoplesArchive](#) collects videos of people telling their stories.
- [Ri Channel](#), created by the Royal Institution of Great Britain, features science videos.
- The [Science Network](#) has videos from a number of branches of science.
- [SnagFilms](#) offers hundreds of full-length documentary films for free.
- [TED Talks](#) contain videos of "riveting talks by remarkable people, free to the world."
- [UbuWeb](#) hosts a large archive of online avant-garde media, including a [film/video collection](#) that features work by such artists as Andy Warhol, Philip Glass, and Allen Ginsberg.
- [UCTV](#) is a non-commercial channel featuring programming from the University of California
- [Videolectures.net](#) provides free access to video lectures presented by scholars from many fields of science.

Image Repositories

- [ARTStor](#) has a digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences with a set of tools to view, present, and manage images for research and pedagogical purposes. Contact your campus library for free access.
- [Compfight](#) is a Flickr search engine that lets you easily search for images licensed for reuse, attribution usually required.
- [Everystockphoto](#) is a search engine for free photos.
- [Flickr Creative Commons](#) lets you find images that Flickr users have chosen to offer under a Creative Commons license.
- [iStock Photo](#), by Getty Images, has millions of high-quality royalty-free photos, illustrations, videos, and audio files available for a small fee.
- [Morguefile](#) is a free archive of images shared by photographers which can be used without attribution.
- [Openclipart](#) is a repository of free clip art.
- [PDPhoto](#) is a database of public domain photos.
- [Pics4Learning](#) has images that are free for use in education.
- [Pixabay](#) provides high-resolution images free for use without attribution.
- [Stockvault.net](#) is a site where photographers and designers share their stock photos for free non-commercial use.
- [Stock.XCHNG](#) has free stock photos, attribution required.
- [Wikimedia Commons](#) offers freely usable images, audio, and videos, attribution required.
- [Imageafter](#) is large online free photo collection.

Audio Repositories

- [ccMixter](#) is a community music site featuring remixes licensed under Creative Commons.
- [Freesound](#) is a collaborative database of Creative Commons licensed sounds (not songs).
- At [Opsound](#), musicians and sound artists offer their projects for free under a Creative Commons license.
- [PartnersInRhyme](#) offers music across many genres for a small fee. It also has free and paid music and sound effects.
- [SoundSnap](#) has free and paid sound effects and loops recorded by users.
- [UbuWeb's sound page](#) has music by avant-garde artists.
- [FreePlay](#) is a music library. Freeplay Music allows free educational use. See point 5.(b)(2) in their terms of use. You can search for different styles and "feels".

Course Material Repositories

- [Academic Earth](#) offers college-level online courses and videos.
- The [Carnegie Mellon Open Learning Initiative](#) offers open online courses.
- [Connexions](#) offers free modules that you can incorporate into other materials.
- The [Internet Archive](#) provides free access to its digital library of Internet sites and other cultural artifacts in digital form.
- [Khan Academy](#) has online video courses on a number of subjects.
- [MIT Open Courseware (OCW)](#) provides free lecture notes, exams, and videos from the Massachusetts Institute of Technology
- The [Multimedia Educational Resource for Learning and Online Teaching (MERLOT)](#) has a searchable collection of free peer-reviewed online instructional materials.
- The [Open Courseware Consortium](#) has open online courses from around the world.
- [Open Yale Courses](#) provides free access to introductory courses taught by Yale faculty.
- The [World Digital Library (WDL)](#) offers, free of charge and in multilingual format, primary materials from countries and cultures around the world.

Week Six – Creating Resources

Multimedia Learning Theory

- [Summary of Multimedia Learning Theory strategies](#)
- National Center on Universal Design for Learning: [UDL Guidelines](#)

Types of Resources

Presentations

- [How to Avoid Death by PowerPoint](#) (video)

Video

- [Write for the Ear, Not for the Eye](#)
- [Example Videos](#) (Duke University, Videos in Teaching and Learning)
- [Digital Media Commons](#)
- [Guidelines for Producing Video](#), NYU
- [What Makes an Online Video Compelling](#), Educause

Screencasts

- [How to Use Screencast-O-Matic](#) (video)

Audio

- [Adding your podcast/audio to iTunesU at UNCG](#)

Text-based Content

- [Readability Checker](#)
- [Readability Statistics in Microsoft Word](#)
- [Web Style Guide: Organizing Your Information](#)
- [Be Succinct! (Writing for the Web)](#), Neilsen Norman Group
- [How Chunking Helps Content Processing](#), Neilsen Norman Group

Week Seven – Engagement

Online Engagement

- Chickering and Gamson's [Seven Principles for Good Practice in Undergraduate Education](#)
- Pasadena Community College's Guidelines for [effective contact and engagement](#)
- [Engagement best practices](#) (video)
- Conrad, Rita-Marie, and J. Ana. Donaldson. [Engaging the Online Learner: Activities and Resources for Creative Instruction](#). Jossey-Bass, 2011. (pp. 16-26) (Digital copy: requires UNCG credentials)
- Boettcher, J. V., & Conrad, R.-M. (2016). [The online teaching survival guide: Simple and practical pedagogical tips.](#)(pp. 43-61, 66-78). (Digital copy: requires UNCG credentials)

Social Presence

- The [Community of Inquiry](#) model (Garrison et al., 2000) describes ways in which multiple types of presence interact in an online course.
- [The Relationship of Social Presence and Interaction in Online Classes](#), Tu and McIsaac (2002)
- [Teaching Presence in Online Learning](#) (video)

Peer Review

- [Planning and Guiding In-Class Peer Review](#) (can be modified for online)
- [Using Peer Review to Help Students Improve their Writing](#)
- [Commenting on Student Writing](#)
- [Peer Review Worksheet for a Thesis-Driven Essay](#)

Week Eight – Preparing your Students

Syllabus

- [UNCG syllabus template](#).
- Florida State University: [Creating a syllabus for an Online Course](#)
- Ko, S. & Rossen, S. (2017). Chapter 5: Creating an Effective Online Syllabus. In [Teaching Online: A Practical Guide](#) New York, NY: Taylor and Francis. UNCG digital edition, pp. 111-121. (Digital copy: requires UNCG credentials)

Using Canvas

Announcements

- [Announcements overview](#) (video)
- [How do I make an announcement in a course?](#)
- [How do I edit an announcement in a course?](#)
- [How do I attach a file to an announcement in a course?](#)
- [How do I delay posting an announcement until a specific date in a course?](#)

Assignments

- [Assignments Overview](#) (video)
- [Assignment Creation](#) (video)

- Setting up the Assignment Index Page
- Adding an Assignment

Discussions

- Discussions Overview (video)
- Discussion Creation (video)
- Using the Discussions Index Page
- Creating a Discussion
- Creating a Group Discussion
- Requiring Students to reply before they can see the replies of other students
- Linking a YouTube video in your reply on a discussion board

Files

- Add course content (video)
- Uploading files
- Adding files to a page

Groups

- Creation and Management (video)
- Create a group set
- Automatically creating groups
- Manually creating groups
- Automatically assigning students to groups
- Manually assigning students to groups
- Creating group assignments

Modules

- Creation and Management (video)
- Creating Modules
- Adding Content to Modules

Navigation Menu and Home Page

- Course Layout: Customization (video)
- Changing the course Home Page
- Showing recent Announcements on the Home Page
- Setting your Navigation Menu

Pages

- [Creation and Management](#) (video)
- [Creating Pages](#)
- [Editing Pages](#)

Peer Review

- [Using peer review assignments](#)
- [Creating peer review assignments](#)
- [Manually assigning peer reviews](#)
- [Automatically assigning peer reviews](#)

Quizzes

- [Quiz Creation Settings](#) (video)
- [Quiz Creation: Questions](#) (video)
- [Setting up the quiz index page](#)
- [Setting up the options on a quiz](#)
- [Creating a multiple choice question](#)
- [Creating a true/false question](#)
- [Creating a matching question](#)

Recording and Uploading Audio & Videos

- [Recording videos in the Rich Content Editor](#)
- [Uploading videos in the Rich Content Editor](#)
- [Recording audio in the Rich Content Editor](#)
- [Uploading audio in the Rich Content Editor](#)

Rich Content Editor

- [Rich Content Editor](#) (video)
- [Using the Rich Content Editor](#)

Syllabus

- [Syllabus overview](#) (video)
- [Editing the syllabus](#)