

Online Teaching FAQs

1. I haven't taught online, before. Where do I start?

All faculty have access to a Canvas course called Faculty Resources for Online Teaching. This course has a wealth of information regarding all aspects of online teaching and learning. Log in to <https://carrollcc.instructure.com> with your Carroll credentials.

The library has multiple electronic copies of *The Online Teaching Survival Guide* by Boettcher & Conrad (2016), which is considered among the best books about online teaching.

2. What computer requirements do I need to teach online?

- A dependable computer capable of running Microsoft Office, Google Chrome, and high-speed internet connections
- High-speed internet connection (WiFi, cable, DLS., etc.)
- Microsoft Office
- Webcam
- Microphone

3. I'm not very good with Blackboard. How can I learn it?

A Blackboard Manual that provides step-by-step instructions for the most common tasks is available in the Faculty Resources tab in Blackboard.

4. What are best practices for teaching online?

A document describing Best Practices for Online Teaching is available in the Faculty Resources tab in Blackboard.

5. How can I engage my students in the online environment?

- Have Students post a picture and an introduction, and do it yourself.
- Utilize the discussion forums and participate in them
- Provide video lectures, even if you hate the idea of being filmed
- Maintain deadlines and expectations
- Provide routine, constructive feedback for assignments

For further information, see [6 Best Practices for Online Student Engagement](#)

6. I'm used to lecturing. How do I transfer that to online?

The best practice is to create short (no more than 10 minutes) videos and post them for your students. While you may be uncomfortable creating videos, they are a very important aspect of student engagement. For tips, see [Creating Effective](#)

[Instructional Videos for Online Courses](#)

- How do I translate classroom discussions to online?

Ask “how” or “why” questions, pose questions as a scenario to allow students more creativity, provide a case study, or allow students to debate. Be sure whatever type of question you ask is open-ended and does not elicit a yes/no answer. In other words, give your students something to talk about. See [Making Online Classroom Discussion More Dynamic and Engaging](#) for more information.

7. How do I grade assignments online? How do I use the Blackboard gradebook?

The Blackboard Manual provides step-by-step instructions for grading assignments online.

8. How do my students turn in a hand-written assignment?

The Blackboard Manual provides step-by-step instructions for creating dropboxes for students to submit their assignments.

9. How do I know my student is the one doing the work?

In short, there is no guarantee, just as there is no guarantee that your student wrote the paper you may require for your course. However, you can use Turnitin if you are concerned about plagiarism. See the Blackboard Manual for creating Turnitin assignments.

10. I don't believe in giving tests/exams online. Do you have suggestions for what else I can do?

While short, low-stakes, self-grading quizzes are encouraged online, exams are not. Rather, create assessments with real-world applications and allow students to demonstrate their knowledge. The article in Faculty Resources *Ideas for Re-Thinking Your Quiz Tactics* may be helpful to you.

11. How do I use Kaltura video?

The Kaltura Help Document provides step-by-step instructions for recording and embedding videos into your course.