Onboarding your students for a smooth online class experience

Fri 8/14, 2 pm – 3:30 pm, Facilitators: Samar ElHitti, Bruce Kan
Fri 8/21, 2 pm – 3:30 pm, Facilitators: Samar ElHitti, Bruce Kan
In this session we take a look at your class from the students' perspective and discuss important interventions you can implement that can lead to a smooth semester.

Math Department Instructor Resources

Visit the [Math Department Instructor Resources](#) OpenLab > Distance Learning for this handout, more supporting material and recorded sessions.

Perspective

Your students will need to practice, guidance, and time to get familiar with all the components of an online class. It is important that they are aware of the protocols early on in the semester.

Before the First Day (MUST DO)

1. Send an email to entire class with:
    a. A welcome message
    b. A link to the first class session
    c. Your online course location
    d. A brief intro about yourself and the course
    e. Where to find the syllabus on your course site
    f. Other information you may want to tell your students (download zoom?)

2. If using Blackboard: Become familiar with the mobile app(s) for Blackboard: Blackboard app (for students) and the Instructor app on a mobile device. Note: Bb mobile app for students not recommended, advise students to access Bb from their mobile browser if using a smartphone instead

First Day: Course Launch Session

1. Reserve the first class session for onboarding and do not rush into content instruction. Take the time to answer questions and demonstrate logistics.
2. Do a full walk-through with your students for the ins and outs of your course on the first day of class and record it. Note: if you are using Bb, enter Student View for the walk-through. Talk about:
   a. Class "location" and times
   b. Office hours "location" and times
   c. Syllabus
   d. How to reach you and your response timeframe
   e. Where to find assignments, class recordings
   f. How to change email on Bb (if using)
   g. How to submit assignments -- one PDF file (demo). Ask you students to submit the following assignment by the next class session: Write your name on first page and a doodle on second page, take pictures of this assignment, convert to one PDF, rename file (suggestion: LastNameFirstInitialAssignmentNameClassSectionDate) and submit.
   h. How and where to check grades and feedback from you.
      i. Blackboard:
         1. My Grades (Main Menu if added) or by selecting the arrow next to name in the upper-right corner.
         2. Icons in Bb for submitted work and their meaning:

ICON	DESCRIPTION
–	No information is available.
✅	You completed the work, but no grade is assigned for items such as surveys.
🟡	You submitted your work. This item is ready for grading.
Grade	Select the grade to view details.
🔵	Your work is in progress, but you haven't submitted it yet.
◎	Your grade for this item is exempted. You don't have to submit work.
❗	An error has occurred. Contact your instructor.
👤	Your work was graded anonymously. Appears with submissions where your instructor assigned grades with student names hidden during the grading process.
💬	Select to view feedback from your instructor.

3. Click on the blue "speech bubble" next to a grade to view Feedback to Learner and in the assignment to view inline feedback (annotations and comments)

    i. How to find answers to course-related questions (communication):
       i. Email for personal
       ii. Discussion forum / blog for course related

3. If using WeBWorK, send login info and passwords to students within first week and show students how WeBWorK looks and works
4. Discuss academic integrity in an online course and its consequences (reported to college)
5. Allow time for Q&A
6. If using Blackboard: Bb mobile app for students not recommended, advise students to access Bb from their mobile browser if using a smartphone instead
7. Blackboard and Dropbox (CUNY)
   a. Every student already has an account
   b. Sign on using CunyFirst credentials
8. OpenLab
   a. Students must sign up to OpenLab using their City Tech email (no other email work)
   b. Students need to join your class OpenLab site ("project")
   c. They create their own password.
9. WeBWorK
   a. Login and password are created and will be shared with instructors. They need to be passed along to each student.