# Facilitating Your Distance Education Course

This online session is intended for instructors and teaching assistants facilitating distance education (DE), continuing education (CE), and Guelph-Humber online courses in the Summer 2020 semester. Instructors and teaching assistants new to distance education, and those simply wanting a refresher course are equally welcome to attend.

### Registration

Please complete the Facilitating Your Distance Education Course Workshop – Summer 2020 registration form. Please note that registration will be capped at 40, with a waiting list.

### Workshop Platform

This workshop will take place in Zoom. Once you have registered, you will receive a link to the Zoom meeting. If you are new to Zoom, please review the Zoom resources available on the Academic Continuity page, under **5. Host and/or Record Live Lectures.**

### Workshop Outcomes

After this workshop, you will be able to:

1. Identify and locate various support resources for the facilitation of online courses (e.g. OpenEd QA, CourseLink Support, Student Accessibility Services, Digital Accessibility Resource Centre, etc.)

2. Identify CourseLink tools that can be used within your online course and select the best tools for specific tasks

3. Implement strategies to generate and capitalize on student-student, student-content, and student-instructor engagement in the online learning environment

4. Apply best practices regarding copyright and accessibility within your online course

## Part 1: CourseLink (Brightspace/D2L) (120 min)

The first part of the online session will provide an overview of a typical distance education (DE) course in the CourseLink (Brightspace/D2L) learning management system. The session will focus on the most common tools associated with a DE course and pedagogical best practices for their use. This part will be divided into three main sections: communication, course content, and assessment. You will have an opportunity to ask questions related to the effective use of the various CourseLink tools. Please come prepared with any specific questions you may have.

## Part 2: Distance Education Facilitation (60 min)

The second part of the online session will use a problem-based learning approach to discuss scenarios that may arise while facilitating an online course. Participants will work in teams to brainstorm scenarios and develop learning support plans to address these scenarios. Through a discussion of the solutions, participants will learn about the roles and responsibilities of an online facilitator, strategies for managing online student behaviour, and time-saving workload management tips. There will also be time for a general question and answer period to cover any topics that were not discussed during the scenario activity.