

Are you new to creating online course content? Not sure where to start? Then this quick start guide is for you!

QUICK START GUIDE FOR MOVING YOUR COURSE ONLINE

How can I take a reasonable approach if I am moving my course online very quickly in response to the COVID-19?

We're in extenuating circumstances and our main goal is that students finish the semester. Don't expect perfection from yourself or your students.

STEP 1: Request a UNM Learn Course Shell ([instructions](#))

STEP 2: Communicate with your students:

Abrupt changes in the middle of the semester can be very unsettling for students. Set an immediate positive and constructive tone.

- Send an email in which you do the following:
 - Reassure students that you're committed to helping them complete this semester, even if the course plan has changed.
 - Let students know that you are adding new resources as quickly as you can and that they should be alert for more communication from you.
 - Include how/when students can get in contact with you (email, UNM Learn course messages, Zoom meetings, etc.) if they have questions.
 - Inform students that you will give them **at least one week's notice** before any work will be due. If you know due dates now, share them.

STEP 3: Review your existing course:

Review your existing syllabus: what are the most important assignments that students need to complete?

- Do students already have all the resources they need to complete that assignment remotely? Can students submit that assignment online? If yes, great news! You are ready to start moving materials online.
- If you're not sure how your existing assignments could work online, we have consultants that can help you tweak, redesign, or reimagine them.
 - a. [Center for Teaching Excellence \(Dr. Kimberly Fournier\)](#)
 - b. [Writing Across the Curriculum \(Dr. Cristyn Elder\)](#)
 - c. [Open Labs](#) with Center for Digital Learning instructional designers (Click on the "LMS Open Labs" button.)
 - d. Your colleagues who teach online regularly may also be available.

STEP 4: Add course material to your UNM Course Shell:

- Like to work independently? Any one of these online resources can get you started:
 - a. [Video instructions](#) for adding materials to UNM Learn.
 - b. [Academic Technologies UNM Learn Resources](#)
 - c. [UNM Learn Documentation](#)
- Want to work with someone?
 - a. Sign up for a [Webinar](#) with Center for Digital Learning (Click on the "Teaching and Learning" button.)
 - b. Reach out to [Learn Support](#)

STEP 5: Communicate your plan to your students

- How will course content, learning activities, assignments, assessments, or deadlines change?
- How and where can students access course content in UNM Learn.
- Tell students how to get online ([UNM Learn](#)) and how to access [CAPS Online Tutoring](#).
- Remind students to check for new course resources and updates in UNM Learn.

STEP 6: More Specialized Needs

CTL is in the process of developing webinars for how to move to distance modes for particular types of courses. Look for announcements in the next week, or email requests / suggestions to Stephanie Spong: sdspong@unm.edu.