



MORAVIAN COLLEGE

Live. Learn. Enjoy.

Online Education and Innovation

Steps to Transition to Online Learning

In the event faculty are required to transition their courses from in-person to online modality, here is a brief video on how to rapidly transition to online learning, five essential steps to maintain continuity in the learning process, and several key contacts and resources that will support your transition.

1. Brief Video

[How to rapidly transition to online learning](#)

2. Five Essential Steps to Maintain Continuity in the Learning Process

- Check your equipment

Your online experience will rely heavily on your equipment. That means your computer, webcam, and internet connection. Make sure your equipment is as up to date as possible. If you're not sure about your equipment, check with IT at <http://ithelp.moravian.edu/>.

- Evaluate, plan and reassess your syllabus

Transitioning delivery often means reassessing your program of study and evaluating whether you will be able to complete all of the scheduled student learning activities as originally planned. If changes need to be made, provide students an updated syllabus.

- Maintain communication

Communicate your plan for the continuity of the course with your students clearly and make sure to sustain regular communication with students.

- Update your course on Canvas

Every course has a corresponding Canvas shell that is available throughout the term. If you have on-paper assignments, transition them so that students may submit online. Your Canvas course can be utilized to share and organize course content and to set up assignments, quizzes, tests and

other assessment activities. You can also set up text or video discussion forums, group projects, and other online interactions.

- Engage through Zoom

Every faculty member has access to Zoom (video conferencing platform). [Login to your Zoom account](#). This platform has many features that allow for engaging online, including web streaming, screen-sharing, chats, polling, breakout rooms and recording.

- [Learn more about Zoom](#).
- [Facilitation Tips for Zoom Sessions](#)

*Reminder - If you are going to record a Zoom session you need to inform your students and anyone participating in the meeting prior to recording.

*Reminder - If there is a student that needs accommodations for a disability, plan to work with Accessibility Services.

3. Key Contacts and Resources

- For Canvas-specific questions, contact 24/7 Canvas support via online chat by clicking on **Help** in the lower left sidebar of Canvas, or by phone at 1-833-716-8411.
- For general technology troubleshooting, please contact the IT help desk at help@moravian.edu or 610- 861-1500. You may also contact our educational technologist, Liz Tate at tatee@moravian.edu
- For support on instructional design and best practices in transitioning to virtual learning environments, please contact the instructional design team at idteam@moravian.edu.
- For pedagogical support and mentoring opportunities, please email the TLC team at teachlearn@moravian.edu.
- For peer learning support needs or for other questions about academically supporting your students virtually, please contact Monica Jacobe at jacobem@moravian.edu
- For questions about accessibility or accommodations, please contact asc@moravian.edu
- For more information on transitioning to online instruction, please visit [Quality Matters Emergency Remote Instruction Checklist](#)
- For more planning and resources visit: [Moravian Online Education Resources](#)