Preparing to Teach Online Courses

The information in this document is regarding the:

- Resources
- Changing processes and
- Developments

underway to support the development and delivery of online courses.

It is strongly recommended that all [instructors enable their Nexus notifications](#) so as not to miss out on important announcements on upcoming outages, new features, technology tips and other updates.

Nexus Course Requests

What:
- Creation of live/official Nexus course sites for an upcoming academic term (also known as "course shells")

When:
- Course site creation requests can begin once the timetable is posted to WebAdvisor.
- The request to create a Nexus course site must be made on a term-by-term, course-by-course basis.

Why:
- The final confirmed course delivery method/course code/section number are crucial to the Nexus course site creation process.
- Even if you happened to have a Nexus course site for a particular course you taught in a past term, it does not get automatically created for you again if you happen to teach the same course in a future term.

How:
- Via the online course request form link listed below

- Please ensure the information on the request is filled out correctly, paying close attention to:
  - the term, course and section number as it appears on WebAdvisor
  - if students from more than one course need access to the same Nexus course site
  (e.g. more than one section of the same lab using the same course materials); this must be specified at time of course site creation so they can be combined)

  Note: Courses that are specified as "cross-listed" in WebAdvisor are typically combined into a single Nexus course site by default, so if you do NOT want them combined, please be sure to specify this request for an exception in the comment section of the Course Request Form

- Requests are processed in the order they are received, and the instructor/requestor will receive notification by e-mail once this has been done, along with notification of when the students will be added to (and thus will begin to have access to) this live course site.
- Early requests (before start of term) are strongly recommended to get on list for batch course creation. If a request is received once a term has already started, the aim is to have requests processed within 3-5 business days.

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- https://www.uwinnipeg.ca/faculty-staff/nexus-course-request.html

In the meantime:

- You may still begin to develop your course's online materials and activities in Nexus using an instructor "Sandbox" site, which is an empty course shell that instructors may use to build their online course at any time. This provision has been made for Instructors to get a head start on their online course development due to anticipated delays in course shell creation for an upcoming term.
- If you do not already have an instructor Sandbox course, you may contact Nexus Support to request one while waiting for your course site to be created.
- Then, once you have received your live/official Nexus course site, the course content can easily be transferred over either by importing or copying. Instructions on how to do so are available on the internal Nexus Tutorials for Instructors knowledgebase. Instructors/course content creators who do not already have access to this Tutorials site should contact Nexus Support.

Prerequisite Requirements:

- Please note that in order to request and access a Nexus course, a University network account is required to sign in to Nexus with your full UWinnipeg email address and DUO for Multi-factor Authentication
- New or returning sessional Instructors may need to apply in advance to either have a new network account created, or to re-activate a previous account if it has since expired. Contact your Department Assistant for more details.

New/Returning Sessional Instructors

In order to:

- Request Nexus course creation,
- Sign in to Nexus, or
- Request enrolment in a Nexus training course,

a UWinnipeg network account is required. Please contact your Department Assistant for assistance in either applying for an account (new hires) or reactivating an expired account (returning instructors).

Advance Preparation for your Online Course

While awaiting creation of your UWinnipeg network account/access to Nexus, Sandbox, and/or live/official course site, much course development can still begin in advance by:

1. Collating the course materials you intend to use in your online course:
   - Gathering readings
   - Preparing documents
   - Creating PowerPoint presentations
   - Arranging Library Reserve Readings
   - Developing rubrics
   - Creating assessments
   - Collecting web links/URLs
   - Collecting media files (e.g. images)

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- **<u>IMPORTANT</u> - BEFORE CHOOSING TO UPLOAD ANYTHING TO YOUR NEXUS COURSE:**
    i. Ensure your course readings are Copyright-compliant, by using the Library's Reserves and Syllabus Service
    ii. Ensure the course materials you intend to upload directly to Nexus are both:
        a. **Copyright-compliant**, in keeping with UWinnipeg's Copyright Policy
        b. **Accessible**, in compliance with the AMA Information & Communication Standard - the Accessibility module of our internal Nexus Tutorials for Instructors knowledgebase provides information on how to apply these best practices in Nexus.
2. Planning how you would like to schematically organize your online course, for example, by:
    - Week
    - Chapter,
    - Module, etc.

3. Using the above to first build the course in your instructor Sandbox, once available:
    - The advance development and instructor testing of course materials and planned online course activities in a Sandbox course is a strongly recommended best practice prior to implementation of these activities in a live/official Nexus course site.
    - The Nexus instructor feature to "preview" a course from the student perspective provides the instructor opportunities to test and refine their online course setup in advance.

NOTE: It is not imperative that construction of the full course be completed prior to the first day of class. If needed, course Content not requiring advance testing or more technical setup (e.g. uploaded document files and other Content/informational pages) can be added and made available to students on an ongoing (e.g. week by week) basis or as needed throughout the term.

Training in Online Course Development

Teaching Online Course and Framework Courses

The Manitoba Flexible Learning Hub (of which The University of Winnipeg is a partner) has created several asynchronous courses and support materials to aide in preparing post-secondary instructors to teach online. In addition to those provided on their website, the following are now available to instructors on the Nexus Learning Management System (LMS). Instructors needing access to these materials should contact nexus@uwinnipeg.ca

Teaching Online Courses

Audience: Instructors
Recommended time to complete: 3 Hours
How to Access: Faculty/course content creators to be enrolled upon request sent to nexus@uwinnipeg.ca
Location: Online, asynchronous course within Nexus

This three-hour course will prepare instructors to teach learners in the online environment. The primary audience for this online self-study module is teaching staff. The module will cover the delivery aspect of teaching online. Average time to complete is three hours.

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Framework Courses (Science, Humanities, Other)

Audience: Instructors
Recommended time to complete: N/A
How to Access: Faculty/course content creators to be enrolled upon request sent to nexus@uwinnipeg.ca
Location: 3 separate online course sites hosted on Nexus

A Framework Course is the starting place for your course development. It contains examples in each of the basic LMS tools (Grades, Assignments, Quizzes, Discussions, Content, Announcements) that can be edited to quickly get your course up and running. Three versions of the Framework course are available for Nexus, which contain examples that align to several disciplines.

How to use a Framework Course – a Video Series

Audience: Instructor
Recommended time to complete: 1 hour
How to Access: Automatically provided to Faculty/course content creators who are enrolled upon request to the above Framework courses
Location: Multipart video series found under the course Announcement/News section on the main page of each of the above Framework courses

This video series, which can be completed in under 60 minutes, will guide an instructor through using a Framework Course on their institution's LMS. Briefly covering each of the core LMS tools, the instructor can edit the Framework Course to build their own remote learning course.

Development and Delivery of Online Courses

The following series of documents are excellent resources to assist instructors in their development and delivery of online courses. There are also two documents to support our students as well. We would like to acknowledge and thank PACE for developing and sharing these documents.

For Instructors

[Basics of Teaching Online](#)
[Course Structure Guidelines](#)
[Principles of Online Learning Assessments](#)
[Motivation and Engagement](#)

For Students

[Student Online Learning Guide](#)

Zoom Video Conferencing

For those planning to teach synchronously through Zoom, advance practice to gain confidence with the platform is recommended.
Please see [the Virtual Teaching Tools Zoom webpage, which contains all the information you require to request and use the video conferencing tool, Zoom](#).

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TIP - If you plan to record your Zoom lectures for upload, it is recommended to break up the session into smaller file sizes. This will need to be done DURING the session, not AFTER the session:

- During appropriate breaks in the Zoom session, STOP recording.
- Then START recording again when you resume the lecture.
- For example, you may wish to do this least 3 times during a 3-hour lecture session. This breaks up the session into manageable videos.
- NOTE: This does not stop the Zoom SESSION, only the Zoom RECORDING.
- A **new** video file will be created for the next recording segment.
- Resulting files are named sequentially:
  MP4: Audio/Video file that is named **zoom_0.mp4** by default.
  Each subsequent recording is in sequential order: zoom_0, zoom_1, zoom_2, etc.

To request training and assistance, contact remoteteaching@uwinnipeg.ca - staff are willing to be "participants" in your practice session.

Video options for Online Course content

The "pre-recording" of course lectures in the Studio has been posted on various UWinnipeg sites as an option for converting lectures into an online format in preparation for the upcoming term. There has been some misunderstanding that pre-recording is mandatory; on the contrary, it is an option for those who want to take the opportunity to specifically prepare video content in advance. Please be assured that the use of recorded video lectures can be a part of an online course strategy, but its use is up to the individual instructor.

- For those wanting to pre-record lectures in the Studio for an upcoming term, there are 3 Studios available to accommodate the increased demand for recording. Bookings are done through [the Academic Scheduling office](#).
- For those instructors recording for a current or upcoming term, please come to the Studio with a USB drive. The Studio crew will copy your recording onto your supplied USB drive. There is no need to worry about having a Nexus course site ahead of time. ***

> ***Please note that those pre-recording their lectures will be responsible for uploading their own videos into their Nexus courses. Changes to this upload process is currently underway – please see below for more information.

Please also note there are other options to create video recordings to prepare for an upcoming term, and do not require the use of the Studio:

- Recording a Zoom session: a lecture can be recorded using Zoom prior to the start of term. For more information, refer to [Remote Teaching's Zoom web page](#).

Full-length lecture recordings are one option; shorter conceptual video recordings work well in online courses and allow for a more modular approach to online course structure. Shorter video clips are also easier for students to ingest and review. They are also easier to manage, prepare and record.

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Uploading Pre-Recorded Videos

To accommodate the increased use of video content and to provide optimal video streaming of full-length lecture capture recordings, changes and upgrades were made to the backend infrastructure. The University is using Panopto to host and stream course videos.

To use this platform for course video delivery:

- A connection/link MUST be added to your Nexus course site. This ensures that only students officially-registered in a Nexus course have access to course specific videos on the Panopto server; student authentication and access are facilitated via this link.

> For those who have pre-recorded full length lectures and would like to use this method of video delivery, please refrain from uploading them to your course until Nexus Support has added the link to Panopto course.

- If you would like this link added to your course site:
  There is a new option on the Nexus Course Request online form to choose either Panopto or Nexus as your video delivery method. Please refer to this chart for a side-by-side comparison summarizing the main features of both of these options.

- Once your course site has been created, instructions on uploading your course videos to Panopto will be sent to you, but they can also be found in the Panopto module of our internal Nexus Tutorials for Instructors knowledgebase.

> If you have already requested a course site prior to this option appearing on the Course Request Form:
>
> 1. Please wait until your course site is created, then
> 2. Send an e-mail to Nexus Support
> 3. Include the full course name and number with your request for the link to be added to your course.

Instructors needing a place to host their own course videos of any length (provided they are .mp4 format, and are each less than 2GB in file size), may also upload their videos directly to their Nexus course, if desired (e.g. in course Content, selecting New, then "Video or Audio" lets Instructors enable captions and Advanced Editing features). Contact Nexus Support if further instructions are needed. Strongly recommended:

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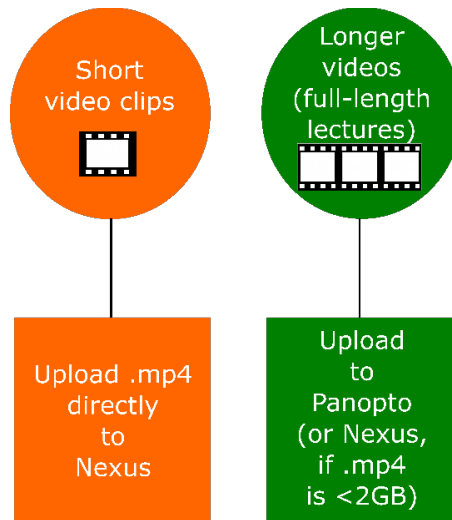
NOTE - The process for Instructors needing to provide students with a link to an externally-hosted video (e.g. YouTube, NextCloud) in their course Content remains the same in Nexus: [How to Add a URL Link to a Nexus Course Module](#) – **the video upload options indicated above are for the hosting and delivery of Instructor-recorded course/lecture video content only.**

Conclusion and for Additional Support

With Nexus:

- Contact: [Nexus Support's D2L End User Support (EUS) service will be available through a contextual/in-line help tool integrated into Nexus](#).
  When: For issues involving the Nexus LMS platform itself, such as Nexus tools and/or functions
  Hours of Operation: 24 hours/day, 7 days/week, 365 days/year
  Or:

- Contact: [Nexus Support](#)
  When: For non-LMS related issues or questions (e.g. with Panopto, course site changes/additions, enrollment of users such as TAs and Instructors to Nexus)
  Hours of Operation: Monday-Friday, 8:30 a.m. to 4:30 p.m.

With Zoom:

- Contact: [Remote Teaching](#)

With all other supported UWinnipeg campus technologies:
(Such as network accounts/[WebAdvisor](#), [Outlook e-mail](#) accounts, or [Microsoft Office/365](#))

- Contact: The [Technology Service Desk](#)

Thank-you for your patience and understanding as the technology infrastructure continues to be adapted, improved and updated to prepare for the upcoming online term(s),

The [Nexus Support](#) Team

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