

## Quick Transition from Classroom to Online

For faculty transitioning due to an emergency with preparatory time restraints

---

1. Setting up your [Moodle \(LMS\)](#) space  
There are many ways to organize your online class. Here are three easy and quick ways to organize.
  - a. Option 1 – Modules ([example](#))
  - b. Option 2 – Weeks ([example](#))
  - c. Option 3 – Content Types ([example](#))
2. Adding an assignment
  - a. [How-to Typed](#)
  - b. [How-to Video](#) (official from Moodle)
  - c. [How-to Video](#) (quick set up)
3. Grading in Moodle [How-to Video](#) (official from Moodle)
4. Setting up your gradebook [How-to Video](#)
5. Course schedule [Template](#)
6. Announcements [Short Video](#)
7. Office hours – use Zoom or GoogleHangouts. Let your students know when you will be online via an Announcement.
8. Class Presentations [Video](#)
9. Lectures using [Screencast-O-matic](#) (It's free!) [How-to Video](#)

---

### Online Tools

Once you have the basics setup, there are many tools available to increase engagement between your students with course content, the instructor, peers, and their community.

1. [Zoom](#) - Video Conferencing/Office House
2. [Dotstorming](#) - A real-time group brainstorming and decision making app
3. [PowToon](#) - Create short animated videos ([example](#))
4. [Playposit](#) - Make videos interactive ([example](#)) ([example2](#))
5. [Sketchnotes](#) - ([example](#))
6. [Flipgrid](#) - Video Discussion Board ([How-to](#)) ([example](#))
7. [Goosechase](#) - Online Scavenger Hunt
8. \*[Voice Thread](#) ([How-to](#))
9. \*[Animoto](#) - Create professional slideshows([example](#))  
\*=not recommended for online beginners

---

### More Resources for Help

- [60+ Free Online Learning Resources](#)
- [Preparing for Emergency Online Teaching](#)
- [Practical Advice](#)