

Preparing an Online Course for SPH: What you need to know

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Course Elements

*Items that may require interaction and/or input from faculty

Video Modules

- Content Provided by Faculty*
- Taping Handled by PHLI Staff
- Editing Handled by PHLI Staff with input from faculty on logical segmenting*

Course Materials

- Content/Materials Provided by Faculty*
- Conversion to Electronic Format if Necessary – Assisted by PHLI Staff

CTools Course Website

- Site and Design Template Provided by PHLI Staff
- Course Materials and Video Modules Loaded by PHLI Staff
- Schedule Provided by Faculty*

Centra Web Conferencing Schedule

- Scheduling Determined by Faculty*
- Technical Assistance Provided by PHLI Staff

Process & Procedures

Video Taping of Lectures

Content: Lectures and other portions of the course that lend themselves to video are taped and prepared for online delivery in 20 minute modules. 20 minutes is the ideal length but the “completeness” of a module is the guiding principle.

Length and Editing: Editing of content is done in the E-Learning Lab by PHLI staff with guidance from faculty on appropriate division of topics into cohesive modules.

When: Taping can be done In-Class during courses taught as part of the residential program or in the E-Learning Lab when necessary. All technical issues relating to taping are managed by PHLI staff. Ideally, taping is one of the first things done in preparation for the online course.

Gathering of Course Materials in Electronic Format

Content: Any and all materials students will need during the course are compiled and converted, if necessary, into electronic format. This could include the syllabus, assignments, PowerPoint slides, images, audio, quizzes, exams, and course readings.

Electronic Formatting: The most common digital formats are Word, Excel, and/or PowerPoint documents and PDFs. PHLI staff will assist with the conversion of materials into electronic format when necessary.

When: Ideally, ALL course materials are compiled and submitted to PHLI staff in electronic format *three to four months* before the course begins. However, there are obvious exceptions and materials may change as needed during the course.

Creation of CTools Course Site

Design: To ensure continuity among all online courses being delivered to a single group of students, a Template Design of the CTools site governing the location and labeling of content is provided by PHLI staff.

Content: All course materials and video modules are included in the CTools site for the online course. Additional content includes faculty contact information, instructions and help for taking an online course, course schedule, and other elements as desired.

Loading of Materials: PHLI staff handles the loading of video modules and other course materials as they are submitted by faculty.

When: The CTools site begins development two months prior to the start of a course. It is completed as content is available.

Web Conferencing

Purpose: During those months in which you do not meet with students face-to-face, web conferencing software is used to provide discussion and interaction with the students. Centra (<http://centra.communitytechnology.org>) is the software used at the School of Public Health.

Scheduling: It is expected that the concurrent courses will distribute four hours of web conferencing per week between them. Who will use what time-slot is worked out between faculty.

Assistance: PHLI staff is on-hand during all web conferencing sessions.

Tools & Resources

CTools for course website: <https://ctools.umich.edu/portal>

Centra for web conferencing: <http://centra.communitytechnology.org>

E-Learning Lab: Room 1153 and Room 1157, SPHII

E-Reserves for course readings: <http://www.sph.umich.edu/phli/library/ereserves.html>

Timeline (This is a suggested timeline only, exceptions will apply.)

1. Begin taping lectures if not previously done **(6 Months Prior to Start of Course)**
2. Finalize taping and begin editing of video modules **(5 Months Prior)**
3. Request CTools site; begin collecting course materials and converting to electronic format if necessary **(4 Months Prior)**
4. Begin loading course materials and video modules onto CTools **(3 Months Prior)**
5. Establish dates/times of Centra web conferencing sessions. These will remain constant throughout the cohort **(2 Months Prior)**
6. Establish Centra web conferencing topics. This is done on an on-going basis, scheduling 2 months at a time, from one face-to-face session to the next. **(On-Going)**
7. Tie up loose ends **(1 Month Prior)**

Contact Information

Nancy Toronto: npulsiph@umich.edu 734-763-6637

Vic Divecha (specifically for technical issues): rdivecha@umich.edu 734-763-4355

Odds & Ends

Expectations. You can expect to split your time with students approximately 50% online and 50% face-to-face. Faculty who have taught online in the HMP program have found their work load to actually be reduced by providing portions in an online format.

Content can change at needed. Though we try to finalize the course materials, video modules, and other elements of the course well ahead of time, things can certainly change and be adapted or added to as needed.

Faculty can receive as much assistance as desired, with any step in the process. If there are elements that cause some challenge in the adaptation for an online course, we are happy to suggest possible solutions given the technologies available.