Logistical Considerations for Preparing to Teach an Asynchronous Virtual Course

This document is for instructors teaching in virtual (online) courses conducted with all or many asynchronous elements (activities and assessments occurring without real-time interaction). Guides for synchronous virtual and face-to-face or hybrid instructors are also available.

- In addition to ICON, you may be using Zoom or UICapture (also known as Panopto) recordings.
- Consider strategies for recording effective videos. Low-tech is great, but instructors can also check out Media Capture Kits and Green Screen Kits.
- Consider creating online engagement with discussion forums.

ICON Learning Management System (LMS) for All Course Types

- All university courses are automatically provided an ICON site, which you can use to organize course materials, post grades, and organize activities and assignments such as discussions, quizzes, and more. Visit ICON: Getting Started for Instructors for helpful information.
- In all cases, but especially if you will be teaching virtually, it is helpful to publish your course several days in advance (some experts suggest 7 to 10 days, if possible) so students know how to connect with your course. Even if you are still working on unpublished ICON content for the semester, you can still publish the course and a module with “Getting Started” information: crucial resources and, if you are teaching virtually, instructions about how students will log on to the course.
- You can self-enroll in an ICON course with basic template components that you can download and use to create your own effective course site.
- Visit the OTLT Events page for a variety of trainings, including sessions on developing your ICON site, and watch recorded webinars about Using ICON to Deliver a Well-Structured Course or Creating Online Engagement with Discussion Forums.