

Teaching online: Quick guide

OVERVIEW:

Interested in teaching online? Already teaching online and looking for professional development opportunities, instructional or technical support, or teaching and learning resources? Interested in connecting with other online faculty? This guide is for you!

Below you will find information addressing the following questions:

- [How to get started?](#)
- [How to get oriented?](#)
- [How to stay informed and connected to online teaching community?](#)
- [How to access support services?](#)
- [How to keep learning and improving your online pedagogy?](#)

1. HOW TO GET STARTED?

Complete “Preparation for Teaching Online: A Foundational Workshop for CUNY Faculty”*

Here is a brief description of the workshop and the link to apply.

“This two-week, asynchronous, instructor-facilitated workshop is designed to prepare CUNY faculty for teaching online and/or hybrid classes. The workshop models effective design and facilitation skills and addresses design issues, pedagogical approaches to teaching online and hybrid courses, as well as organization and management of an online class.”

<https://cunyonline.commons.gc.cuny.edu/>

Upcoming Preparation for Teaching Online workshops

Below are the dates of future workshops. Currently, applications for the spring session are now being accepted.

- **Spring:** March 23 to April 5, 2020
- **Summer I:** June 8 to 21, 2020
- **Summer II:** July 13 to 26, 2020

*NOTE: Your department chair needs to approve the application prior to registration.

2. HOW TO GET ORIENTED?

Review the Handbook for Online Teaching

Enroll in Blackboard organization: [John Jay Online Faculty Orientation](#)

- Go to Blackboard: Organization Search, type in “John Jay Online Faculty Orientation,” and click on Enroll.
- This site was designed for faculty teaching exclusively online, but it has excellent “getting started” information, as well as review of best practices, that you might find useful.

3. HOW TO STAY INFORMED and CONNECTED?

Join the listerv: JONLINETEACHINGLEARNING@LISTSERVER.JJAY.CUNY.EDU

Please email tlc@jjay.cuny.edu or bpotocki@jjay.cuny.edu to be added to the list.

You can peruse all the newsletters in the listerv’s archives, by going to <http://listserver.jjay.cuny.edu> and clicking on Subscriber’s Corner.

Visit the Department of Online Education and Support website: OnlineEd@jjay.cuny.edu

4. HOW TO ACCESS SUPPORT SERVICES?

Faculty Support Services offered by the Department of Online Education and Support (DOES), John Jay College:

Services offered by the Department of Online Education and Support are available for all faculty, including faculty who teach online and hybrid courses.

Located at **in the BMW building, Suite 610**, on 58th Street between 10th and 11th Avenues, instructional design staff will be available to provide online course design support to faculty teaching online courses. Questions?

The DOES can be reached at: OnlineEd@jjay.cuny.edu

Five Things the Department of Online Education and Support Can Do For You:

- Instructional design
- Blackboard support
- Support for online student success
- Launching a new online program
- Custom resources for online learning

Watch this 5-minute video for more details:

<https://johnjayonline.wistia.com/medias/juj6qdpuxe>

Blackboard Support

If you have technical questions related to Blackboard or require Blackboard training, please reach out to the Blackboard Support Center at blackboard@jjay.cuny.edu. Students can be directed to blackboardstudent@jjay.cuny.edu. Online resources can be found at www.cuny.edu/blackboard and in the Blackboard Help and Faculty Bb Information sections of your Blackboard course.

eLearning Lab

Faculty teaching online courses at the College are welcome to visit the *eLearning Lab* on a drop-in basis every **Tuesday and Wednesday** during community hour **(1:40-3:00pm)**.

One-on-One Online Course Design Consultations

For those unable to visit the eLearning Lab during drop-in times, one-on-one consultations with the instructional design staff may be scheduled through the department by emailing OnlineEd@jjay.cuny.edu.

5. HOW TO KEEP LEARNING AND IMPROVING YOUR ONLINE PEDAGOGY?

Webinars

Webinars offered by the **Department of Online Education and Support (DOES)**, John Jay College. For a complete list, and to view past webinars, visit the Department of Online Education and Support website: <http://www.jjay.cuny.edu/onlineeducation>

Funded faculty seminars

The Teaching and Learning Center offers funded faculty seminars in online pedagogies in the fall and spring semesters. These fully online professional development seminars are designed for faculty who have at least one year of experience teaching online, and who would like to enhance their online courses. Each three-week seminar focuses on a particular topic (e.g. improving student engagement, designing effective online assignments), and a specific pedagogy (e.g. backward design, collaborative learning). In the seminars, faculty review resources, reflect on their teaching, and examine best practices. The seminars have a workshop component: faculty are asked to share, peer-review, and revise their work. To further enrich the content of the seminars, there are optional synchronous webinar sessions scheduled weekly, featuring guest speakers who are experts in online education and educational technology.

Visit <http://www.jjay.cuny.edu/tlc-teaching-and-learning-center> to learn more.

Faculty Microgrants

\$1000 microgrants will be awarded to faculty wishing to enhance their existing online course in collaboration with an instructional designer from the Department of Online Education and Support. Faculty will be given the opportunity to apply for these competitive grants and those selected will be asked to meet with their partnered instructional designer twice a month for during an academic semester (no fewer than 6 meetings). Upon completion of the grant, the faculty will be asked to create a short screencast showcasing the final project.

Individual mentoring

Contact the Teaching and Learning Center for individual mentoring by the Director and Faculty Fellow. Gina Rae Foster: gifoster@jjay.cuny.edu; Beata Potocki: bpotocki@jjay.cuny.edu