

Estimated reading time: 3 minutes, 45 seconds

**Berkeley**Haas

## TEACHING TIP OF THE WEEK

Online Teaching Strategies

### Tip of the week: Get a head start on spring semester course preparation.

Even though many of you are busy putting the final touches on fall semester courses and looking forward to a restful winter break, now is also a great time to take some simple steps to prepare for teaching in the spring semester. Here is what we recommend:

1. **Review the [Haas Digital website](#)** for comprehensive information on teaching remotely including:
  - [Foundations of Remote Instruction](#)
  - [Best Practices of Course Design](#)
  - [Zoom Tutorials](#)
2. **Review the bCourse information** to find both beginner and advanced bCourse guides to get you started creating your bCourse site. *Cidi Labs DesignPLUS* is the leading course design toolset within bCourses and can be used to save time, drive student engagement, and create more effective course sites. Pre-built DesignPLUS templates are available to use in Haas bCourses sites - just request this from Haas Digital.
  - [Beginner bCourse Guides](#)
  - [Advanced bCourse Guides](#)
  - [Cidi Labs DesignPLUS Overview & Template Request Form](#)
  - [Cidi Labs DesignPLUS Guides](#)
  - **Browse the [technology and tools](#) section:**
    - Review all of the educational technologies and tools available to enhance your remote teaching experience.
    - [Request form to add an educational tool to your course](#)

3. **Sign up for workshops or request a 1-on-1 consultation** with a Haas Digital designer to go over your course needs, answer any questions you may have, and help you get set to teach remotely.
  - [Sign-up for a Workshop](#)
  - [Schedule a 1-on-1 Consultation with Haas Digital](#)
  
4. **Course recordings:** We request that faculty record all class sessions. While we encourage, and expect, EW students to participate in synchronous classes at the scheduled time, even if they are working from a different timezone during the pandemic, we know that recordings are a valuable learning tool. **In order for your videos to be shared properly to your bCourses site (via the Panopto Media Library) you must [map your recordings via this form](#)** (note: videos are not downloadable). If you do not plan to record your class, please let the appropriate Program Office know in advance of starting your course.
  
5. **Thinking of teaching from campus in a Remote Enabled Classroom?** If you've opted to teach in one of our classrooms via Zoom (to an entirely remote student audience), please take the following steps:
  - Confirm your plan at least 2 weeks prior to the start of your class with the appropriate Degree Program Office. The Program Office will confirm your room assignment with Room-Res and notify the Classroom Technology Support Team (formerly Media Services).
  - Ensure you have completed all steps allowing you to return to campus.
  - Meet with the Classroom Technology Support Team for an orientation in the classroom at least 48 hours prior to your first class. You will receive a Service Now Ticket to arrange this meeting.
  - Agree to notify the Program Office if you plan to discontinue coming to campus for any/all sessions.

TELL US WHAT TEACHING TIP TOPICS YOU WOULD LIKE TO LEARN MORE ABOUT: Follow this [link](#) to let us know what topics you would like us to cover. Want to review previous teaching tips? Follow this [link](#) to the archive.

The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.

