



## CUNY-wide Online Teaching Essentials

Distilling years of experience with online instruction, this 3-week fully online course will give participants first-hand experience of what it is like to learn online, including the flexibility of asynchronous instruction. All participants share a large online course with the capacity for hundreds, but their activity will be focused in small groups of 25-30 defined by their field or discipline. All activity will occur in Blackboard, the learning management system CUNY faculty and students have used for some time.

### The Structure of the Course

- Module I: Understanding the Online Learning Environment
- Module II: Structuring the Online Learning Experience
- Module III: Communicating and Interacting Online
- Module IV: Online Presence and Engagement
- Module V: Effective Online Assessment
- Module VI: Course Schedule and Reflection

In each module, participants will review resources related to the topic, engage in discussions with peers in the same or a similar discipline, and complete practice exercises. Experienced online faculty will serve as peer facilitators guiding groups of 25-30 through the discussions and Blackboard exercises. The final project is a draft course schedule that serves as a plan for teaching an online course.

Although all required activity is asynchronous or time-flexible, participants are expected to complete tasks within module timeframes. Total estimated time is 9-12 hours, though actual time may vary.

### Faculty Learning Outcomes

Each participant who completes the course will

- Gain first-hand experience in and appreciation of the needs of an online learner;
- Identify widely accepted best practices for online teaching, including principles of Universal Design for Learning (UDL);
- Reflect on how to apply to one's own course the instructional design principles, organizational and facilitation skills, and communication and assessment strategies introduced in the course;
- Become familiar with the basic operations and features of a Blackboard classroom from both student and instructor perspectives.

Participants who post in the discussions, complete the practice Blackboard exercises, and submit a draft course schedule will receive a certificate of completion, as well as compensation for their participation.

The CUNY School of Professional Studies Office of Faculty Development (OFDIT) is responsible for the design and implementation of **Online Teaching Essentials**, under the direction of [Ruru Rusmin](#), who can be contacted for further information.

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Brooklyn College faculty may also contact the Center for Teaching and Learning (CTL) at  
[ctl@brooklyn.cuny.edu](mailto:ctl@brooklyn.cuny.edu) for more information.