



Incremental Change

Adding to and updating your course

Don't let "I can't do it all" stop you from doing part. All courses need refreshing and updating. Every semester, each instructor takes specific steps, sometimes with a sense of drudgery, for the routine care of a course including mundane tasks like checking for broken links and modifying materials to reflect new versions of the text. Reduce drudgery! Put what you are excited about into your course.

UAF eLearning staff send out recommendations of what you should do prior to the start of the semester, including:

- updating announcements
- posting a welcome letter
- updating due dates
- turning materials on (or off)

When next you plan to work on your course, deliberately chart what you want it to be. Then take steps over the next few semesters to get there via the iterative process you have already developed.

GETTING STARTED

If you are new to teaching, or you realize via student questions, textbook changes, or software releases that your materials need updating, realize modifications take time. If everything needs to be refreshed, break your course into parts. If you received multiple questions regarding the same topic, add more visuals.

First, do all the things you know you have to do, but make it fun for you; find examples that are visually pleasing, or do something you've never done (but always wanted to do) like including YouTube videos or polling your students. Then speak to the visual learner through video or screencasts, infographics, cartoons and examples of what finished items should look like.

BLENDED OR FLIPPED

This incremental approach also applies if you are interested in a blended course or a flipped classroom. Layout a plan spanning two or three semesters to create materials to give students an interactive experience.

SOFTWARE CHANGES

Remember when Google changed menus or dropped tools just before your lecture? While you have the application open, snap screen shots of newly outdated items. Put notes and images into Evernote or Dropbox marked for the specific module for next semester to make the update process go more smoothly.

LEAD BY EXAMPLE

Early in my career, I rarely taught the same class twice. In the last decade I've taught two different courses (online and in the classroom) multiple times. Changes are needed every semester. Take a proactive approach. I'd like the coming spring course to be bullet proof. *Is that possible? Not in my experience, but I'm sharing my process with you.*

See a series of open teaching and learning courses at <http://idesign.uaf.edu/courses/opencourses/> and <http://community.uaf.edu/>.

RESOURCES

I used my own experience teaching online the past five semesters, plus the following as inspiration for this tip.

- Flipping Your Class <http://iteachu.uaf.edu/2012/08/27/teaching-tip-flipping-your-class/>
- End of Semester Review <http://iteachu.uaf.edu/2012/12/11/teaching-tip-end-of-the-semester-review/>
- Reflection <http://iteachu.uaf.edu/files/2012/11/TT-Reflection.pdf>

