Transforming Classroom to Online
Saint Xavier University

CONTACT
For assistance transforming your classroom plan to online, contact the Center for Instructional Design & Academic Technology at cidad@sxu.edu.

Gauge the Difficulty Level of Each Transition Plan

- Easy Transition
- Moderate Transition
- Advanced Transition

CLASSROOM DISCUSSION

ASYNCHRONOUS PLAN
Create a Canvas Discussion.
It is recommended to include a grading rubric or guidelines.
Click here for more info.

SYNCHRONOUS PLAN
Meet with your students via Canvas Conferences.
You may share questions with your students before the session begins.
Click here for more info.

ASSIGNMENT SUBMISSION

ASYNCHRONOUS PLAN
Create a Canvas Assignment and enable "File Upload" under the "Submission Type"
Click here for more info.

SYNCHRONOUS PLAN
Not recommended as a synchronous plan.

UPLOAD MATERIALS

ASYNCHRONOUS PLAN
Upload documents such as PDFs or PowerPoints in the Canvas Files section.
Be sure to check that "Files" tab is visible to students on the left-hand course menu.
Click here for more info.

SYNCHRONOUS PLAN
Not recommended as a synchronous plan.
**PEER REVIEW ASSIGNMENT**

**ASYNCHRONOUS PLAN**
Create a Canvas Assignment with Peer Review enabled.

Consult with CIDAT (cidat@sxu.edu) to review assignment options.

[Click here for more info.](#)

**SYNCHRONOUS PLAN**
Not recommended as a synchronous plan.

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**QUIZ OR EXAM**

**ASYNCHRONOUS PLAN**
Create an online quiz or exam using Canvas Quizzes.

[Click here for more info.](#)

Create a take-home exam by posting the questions on Canvas.

[Click here for more info.](#)

**SYNCHRONOUS PLAN**
Not recommended as a synchronous plan.

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**SMALL GROUP WORK**

**ASYNCHRONOUS PLAN**
Create Canvas Groups for students to collaborate.

Create an assignment with groups selected (team submission).

[Click here for more info.](#)

**SYNCHRONOUS PLAN**
Meet with your students via Canvas Conferences.

Organize students in breakout rooms. Contact CIDAT (cidat@sxu.edu) for instructions.

[Click here for more info.](#)

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**CLASSROOM LECTURE**

**ASYNCHRONOUS PLAN**
Record a lecture using VidGrid.

You may include follow-up questions in a Canvas Assignment or Canvas Discussion.

[Click here for more info.](#)

**SYNCHRONOUS PLAN**
Meet with your students via Canvas Conferences.

You may share your presentation (PowerPoint) with students.

[Click here for more info.](#)

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**STUDENT PRESENTATIONS**

**ASYNCHRONOUS PLAN**
Students submit their recorded presentations using VidGrid Guest Recorder.

Contact CIDAT (cidat@sxu.edu) to build the assignment.

[Click here for more info.](#)

**SYNCHRONOUS PLAN**
Meet with students via Zoom Conferences.

Contact CIDAT (cidat@sxu.edu) to setup a Zoom Meeting.