

CTLO's Guide to Converting Your Course Components to Online Versions (and the Tools and Tech that can help you!)

Course Component	Online Version	Tools and Technologies
Syllabus	Digital document	.docx or PDF file
Organization of Course Materials and Documents	Course website	Moodle
Collaboration Policy and Honor Code	Typical collaboration and honor code policies may need adaptation for online learning. Consider that students may need to access materials online if printing is not available in their homes and guide them on what kinds of digital materials they can share with each other when collaborating.	Moodle
Lecture	Asynchronous (pre-recorded) and/or synchronous (live) video (the latter recorded in case students are unable to connect)	Zoom Online Conferencing
Whiteboard/Chalkboard	Digital whiteboard	tested: explore them on the Digital Whiteboard Technologies page
Discussion	Synchronous (live) video; record in case students are unable to connect	Zoom Online Conferencing
Recitation	Asynchronous (pre-recorded) and/or synchronous (live) video (the latter recorded in case students are unable to connect)	Zoom Online Conferencing
Office Hours	Synchronous video, audio, or text chatting	Zoom Online Conferencing
Reading, Viewing, Listening Assignments	Post assigned sections of books, links to articles, links to multimedia	Moodle
Writing Assignments and Exams	Digital document to articulate the assignment and requirements. Collection of student work via digital documents	Moodle; Caltech email
Quantitative/Coding Assignments and Exams	Digital document to articulate the assignment and requirements. Collection of student work via digital documents. If students need to do hand-written work, they can usually take photos and make a digital file or files of their work to submit online.	Moodle; Gradescope; Caltech email
Labs	Highly dependent on subject matter; learning outcomes for labs may be accomplished digitally through a combination of videos, simulations, virtual labs, and assigned student work.	External or self-created videos, simulations, etc.
Lab Notebooks	Digital lab notebooks	Lab Archives
Grading	Digital scores and comments on student work	Moodle; Gradescope; voice comments