



Top Ten Content Tips

1. **Keep it Simple**

Look at what you have and share it in a digital format (e.g., share slidedecks, PDFs, links to websites, links to videos, your own notes, handouts etc.) You do not need to find new information or create new content. Just convert, reuse, repurpose, or rethink your existing content for a digital format and ease of access.

2. **Chunk Your Content**

Break down content into digestible pieces. Even if you think your content was nicely organized into sections – go one step further and chunk it smaller. Digital learning requires bite-sized pieces. Title your documents appropriately for students to clearly see your topics.

3. **Organize Blackboard Content for Ease of Use**

Create a file folder for each week or topic in “Content Collection” first in Blackboard Learn. Upload your files, documents, and handouts first to the “Content Collection”. Then go into the “Content” area and create folders (to group items), items (text and attachments) and files (just documents). Link to/choose items from the “Content Collection”. Label folders with good titles. Do not just upload directly from your computer to the “Content” area for a file or item – this just makes a mess on the back end and hard to find files. Do not make students go on a scavenger hunt to find content- make it easy to find and access.

4. **Draw Attention to Important Content**

Highlight, colour, give clear directions – find ways to focus students’ attention to important content and items within that content. Create a short video each week to help students focus on the activities, the due dates, where to find content, how long content might take to go through etc. In this way you can help stressed students locate their learning activities and plan for success.

5. **Think of Low Bandwidth, Limited Connectivity and Device Situations**

To help students access content: reduce the file size of your documents, optimize images, remove extraneous images, label files for ease in finding, zip large groups of files into one downloadable file, save PDFs in ‘reduced file size’, upload video to Kaltura for sharing a URL that will provision correct videos for device resolution and type etc. Keep you content as small as possible for downloading.

6. **Flip Your Content**

[Flipping](#) a class means inverting the typical cycle of students acquiring content through independent reading and then attending a live class lecture with a teacher-directed slidedeck of content and/or question and answer. The flipped class means deeper student learning and more student responsibility for and engagement in learning experience. By narrating, creating video or putting your content online before a topic begins or a class engagement, students are guided in their reading and preparation. Then when they come to a class or a live online meeting, students can apply and engage more fully with instructor and peer feedback. Think about creating videos or narrated PowerPoint slidedecks to guide students in their learning. Consider all content to be accessed in an asynchronous manner with any live classes (in person live or BlueJeans) being reserved for application activities. [More info.](#)

7. **Create Spaces and Places for Students to Connect with Each Other**

Provide spots for students to build community and work with each other through discussion forum, through live sessions, and through shared workspaces (e.g., create BlueJeans meeting rooms for the whole course so students can access at any time for group learning and content engagement). Create student 'buddies' (small groups of students) to work together through stickier topics or questions (when reluctance to approach instructor or through email/office hours).

8. **Engage Students in Co-Creating Content**

Students as partners in co-creation of content and learning experiences. Create a 'webquest' for students to go out and find content, summarize it and present in a concise format (PowerPoint slides or a [Pecha Kucha](#) (20 slides X 20 secs per slide = 400 seconds), PDF, tip sheet, seminar presentation). Have students create useful summary handouts, teaching resources, question banks and answers for quizzes, videos, websites, etc. Use wiki in Blackboard, Google Docs, Explain Everything or other shared learning spaces for collaborative content creation.

9. **Consider Open Educational Resources**

Open Educational Resources (OERs) are resources instructors have made available for anyone to freely use, re-use, re-mix, re-purpose as long as you give attribution. Many collections of OERs exist for you to explore: [OER Commons Collections](#) | [BCcampus Open Textbook Collection](#) | [Other OER Collections](#) | [Unsplash – Free Images](#) | [Noun Project – Free Icons](#) |

10. **Inject Humour!**

Ensure you inject humour into all you are doing. Learning is about change and change is about work and work can get boring – inject some humour into your content, your courses and your classes!