Just about every task and activity you carry out in the classroom on a daily basis has a digital equivalent. It’s important to understand that the learning itself doesn’t change, but the *delivery method* does. The chart below shows specific ways that teaching and learning can transfer to an online environment. Use it to help pick the most effective tools for your course.

<table>
<thead>
<tr>
<th>Face-to-face classroom</th>
<th>Online classroom</th>
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</table>
| **Lectures**           | • Pre-recorded presentations with screen recording software and/or webcam  
                          • Live sessions using video software like Zoom, Cisco WebEx®, CollaborateVideo, etc.  
                          • Web pages, shared documents & other media |
| **Learning resources & handouts** | • YouTube®, Vimeo®, Khan Academy & other third-party links  
                                      • Files uploaded and shared via LMS, email, or shared drive |
| **Teacher-to-student communication** | • Email or chat  
                                         • Instructor announcements  
                                         • Discussion, assignment & quiz feedback |
| **Student-to-student communication** | • Email or chat  
                                              • Online discussion boards  
                                              • Discussions using chat or video software |
| **Group work**         | • Offline group projects using collaborative documents  
                          • Online discussion boards  
                          • Group work using chat or video software |
| **Office hours**       | • Open office hours using chat or video software  
                          • One-on-one student meetings using chat or video software |
| **Assignments & assessments** | • Assignment submissions via email or LMS  
                                          • Online asynchronous discussions  
                                          • LMS or document-based quizzes  
                                          • Graded and non-graded online activities |
| **Student presentations** | • Live presentation using video software  
                                      • Recorded presentation submissions |
| **Scheduling**         | • Shared calendar applications  
                          • Collaborative sign-up document |

Explore the complete guide for moving your course online at [go.pearson.com/OnlineCourseToolkit](go.pearson.com/OnlineCourseToolkit)

For more tips and resources for working and learning online, visit [pearson.com](pearson.com)