

# Your virtual toolbox



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.

Face-to-face classroom	Online classroom
Lectures	<ul style="list-style-type: none"><li>• Pre-recorded presentations with screen recording software and/or webcam</li><li>• Live sessions using video software like Zoom, Cisco WebEx®, CollaborateVideo, etc.</li><li>• Web pages, shared documents &amp; other media</li></ul>
Learning resources & handouts	<ul style="list-style-type: none"><li>• YouTube™, Vimeo®, Khan Academy &amp; other third-party links</li><li>• Files uploaded and shared via LMS, email, or shared drive</li></ul>
Teacher-to-student communication	<ul style="list-style-type: none"><li>• Email or chat</li><li>• Instructor announcements</li><li>• Discussion, assignment &amp; quiz feedback</li></ul>
Student-to-student communication	<ul style="list-style-type: none"><li>• Email or chat</li><li>• Online discussion boards</li><li>• Discussions using chat or video software</li></ul>
Group work	<ul style="list-style-type: none"><li>• Offline group projects using collaborative documents</li><li>• Online discussion boards</li><li>• Group work using chat or video software</li></ul>
Office hours	<ul style="list-style-type: none"><li>• Open office hours using chat or video software</li><li>• One-on-one student meetings using chat or video software</li></ul>
Assignments & assessments	<ul style="list-style-type: none"><li>• Assignment submissions via email or LMS</li><li>• Online asynchronous discussions</li><li>• LMS or document-based quizzes</li><li>• Graded and non-graded online activities</li></ul>
Student presentations	<ul style="list-style-type: none"><li>• Live presentation using video software</li><li>• Recorded presentation submissions</li></ul>
Scheduling	<ul style="list-style-type: none"><li>• Shared calendar applications</li><li>• Collaborative sign-up document</li></ul>

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

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



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