MOVING ONLINE QUICKLY
A Rapid Response to the COVID-19 Outbreak
Delivering Lectures Virtually

SYNCHRONOUS WEBINARS

ASYNCHRONOUS RECORDINGS

A BLENDED APPROACH
Video Conferencing Tools

- Zoom
- GoToMeeting
- Google Hangouts
- Adobe Connect
- Cisco Webex
- Slack
- Skype
- BigBlueButton
- Microsoft Teams
Planning Your Webcast

• Select the tool of your choice or the one specified by your institution.
• Schedule your sessions to align with your normal course schedule or as your university advises.
• Record sessions for students not able to attend. Post them to the LMS.
Before Your Session

• Determine the objective of your session.
• Prepare an outline/ agenda, how much time each activity will take, and what interaction you would like with your students. Determine your supporting materials (e.g. PowerPoints, polls, documents to screen share).
• Practice with the tool.
  • Use your webcam even if just at the start of the session. Position where the lighting is strong to illuminate your face and avoid distracting backgrounds.
• With more than 10 students, its best to limit the chat feature upon entry. Even with audio off, you can “call on” students by “un-muting” them.
• Share the session link and time with your students. Encourage them to test their connection. Have a separate link for each of your sections or courses.
Running Your Session

• Log on 5 - 10 minutes early to configure settings
• When possible, use a wired connection (versus a wireless). Turn off camera if bandwidth is an issue.
• It’s nice to have an introductory slide or music playing to the welcome students to the session. An initial poll or question can also work well.
• Recognizing by name when responding to a question or comments helps students feel connected.
• Share your guidelines for how you want students to ask questions (e.g. chat, vs. audio).
• Record the session and make students aware that you are recording the session for the benefit of other students.
• Be clear about introductions and who you are calling on.
• If you screen-share, make sure you close other desktop applications to avoid inadvertent sharing.
Zoom: Features

• Up to 300 participants on the licenses we are providing
  • Separate licenses can be purchased which allow up to 1,000 participants

• Screen sharing

• Ability to annotate on screen

• Ability to record and share recordings

• Ability to chat with individuals/ or whole group

• Set it up for use anytime; can set up recurring meetings

• Call in number for those who don’t have video
Zoom: Dashboard

• Chat: Can chat with contacts or groups even when not in a meeting
  • Can see a status icon

• Meetings: View upcoming meetings, schedule new meeting, copy invitation, edit meetings, delete

• Meeting Controls: Can update settings for meetings, add cohosts, and join a test meeting.
Zoom: Controls

• Can invite participants via email or copy link during a meeting

• Manage Participants:
  • Participants can answer with buttons: yes, no, go slower, go faster, and more, clear all
  • Host can mute certain people/mute all/unmute all – can adjust in settings to have all muted as well
Zoom: Synchronous Features

• Polls
  • Can enter a title, make anonymous, type question (single or multiple choice) – can add these ahead of time to meetings as well
  • Can also choose to share results

• Share screen and annotate

• Breakout rooms – work in groups
Zoom: Asynchronous Features

• Closed Captions
• Recording to cloud (pro) or desktop (both)
• Can save chat as well
• Can post to LMS or share link for those that missed
• Edit down long sessions into smaller chunks for knowledge retention and sharing with future cohorts
Zoom: Additional Resources

• How to Join a Meeting – Walkthrough: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

• 1 minute how-to’s: https://zoom.us/resources

• Video Tutorials: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

• Knowledge Base with lots of how-to’s: https://support.zoom.us/hc/en-us/categories/200101697

• *Recorded Zoom training sessions offered by Zoom: https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions
Places to Leverage Recorded Videos

- Course Welcome
- Faculty Bio
- Module Welcomes
- Module Summaries
- Live Q&A Sessions
- Simulations/Scenarios
- Polls/Pop Ups
- Assignment Feedback
- Discussion/Assignment Prompts
- One-on-One Consultations/Office Hours
How Long Should They Be?

5 Minutes Max

3 Minutes is ideal

If you need more than 5 minutes to present a concept, consider dividing into multiple videos.
Some faculty like a polished and finely-tuned script, while others like to simply follow a topic outline. It’s a matter of preference, but remember to keep it light, friendly and conversational.
Good Quality Recordings: Sound

Microphone Proximity

Background Noise
Good Quality Recordings: Visuals

Lighting

Background
Good Quality Recordings: Composition

- Landscape Mode
- Frame it Properly
- Set it Down
Communication and Best Practices for Students

• Include clear guidelines and expectations for students participating in synchronous sessions

• Proactively address student behavior as you do in the face-to-face course environment

• Consider adding a statement to the course

“When you are on video in your home or another location for a classroom synchronous session, you are considered to be in a place as public as a traditional, physical classroom. Please act and dress as you would in a public location or professional setting, and be sure that your appearance and space are free from statements or items that could be considered offensive or inappropriate according to common standards.

Failure to meet these guidelines in a synchronous session can result in disciplinary action. Evidence of illegal acts or paraphernalia will result in the involvement of law enforcement authorities. Please see the Student Handbook for additional details on student conduct and expectations.”
Converting Face-to-Face Activities

Leveraging the LMS
Assessments

• Build out directly in the LMS
• Utilize Word documents and other file formats
• Proctoring
Discussions

• Can be replicated online

• Fosters student and faculty engagement

• Asynchronous discussions - Build out directly in the LMS

• Synchronous discussions - Zoom
Lab Work

• Open Source Online videos replicating the lab experience

• Follow-up lab videos with a written summary

• Utilize discussion boards focusing on key concepts

• If lab kits are available/commonly used household items students can record themselves conducting the lab activity
Group Work

• Assign students to groups – LMS

• Synchronous group meetings – Zoom

• Final group presentations with screen sharing – Zoom

• Create separate group discussion

• Utilize other online sharing tools such as Google Drive
Final Things to Keep In Mind

• Identify which online tool is most useful for your end goal
• Determine if your activity should be asynchronous or synchronous
• Create videos to humanize your online environment (Familiarize yourself with the video best practices)
• Communicate online expectations to students
Online Course is Available

Go to https://ap.instructure.com/login/canvas

Login with these credentials:
- Username: APHelps
- Password: OnlineNow