



MOVING ONLINE QUICKLY

A Rapid Response to the COVID-19 Outbreak



ACADEMIC
PARTNERSHIPS

Delivering Lectures Virtually



SYNCHRONOUS WEBINARS



ASYNCHRONOUS RECORDINGS



A BLENDED APPROACH



SYNCHRONOUS WEBINARS



Video Conferencing Tools



Planning Your Webcast

- Select the tool of your choice or the one specified by your school district.
- Schedule your sessions to align with your normal course schedule or as your school 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



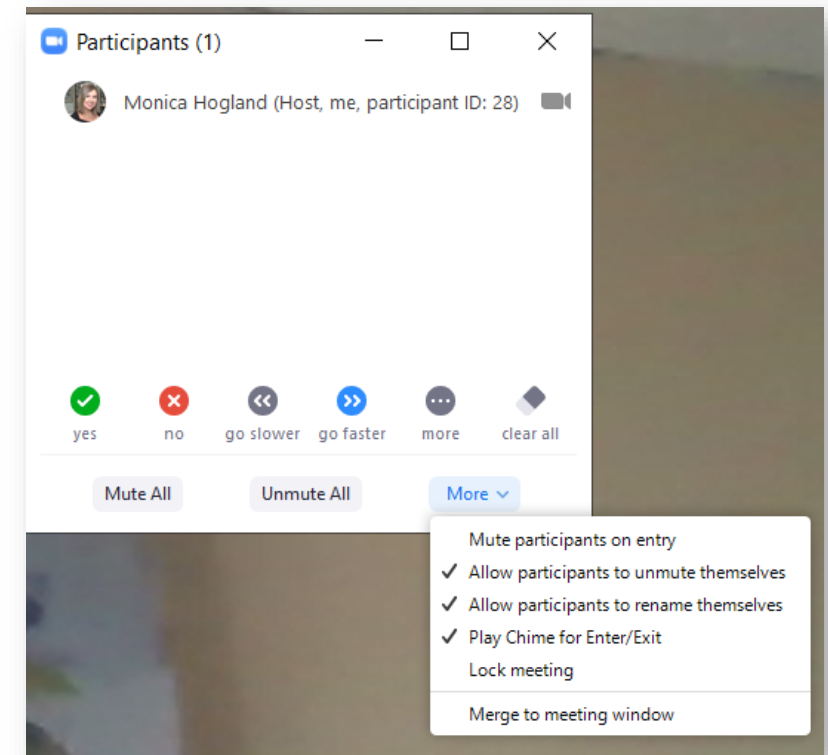
- Chat: Can chat with contacts or groups even when not in a meeting
 - Can see a status icon
- Meetings: View upcoming meetings, schedule new meeting, copy invitation, edit meetings, delete
- Meeting Controls: Can update settings for meetings, add cohosts, and join a test meeting.



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: Protecting Your Privacy

- Create a waiting room so you can monitor who joins and lock down your room if someone enters who does not belong.
- Disable “Join Before Host” so people can’t enter your meeting space until you arrive.
- Enable “Co-Host” so you can assign others to help moderate while you are presenting
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so removed attendees cannot re-enter the meeting.



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>

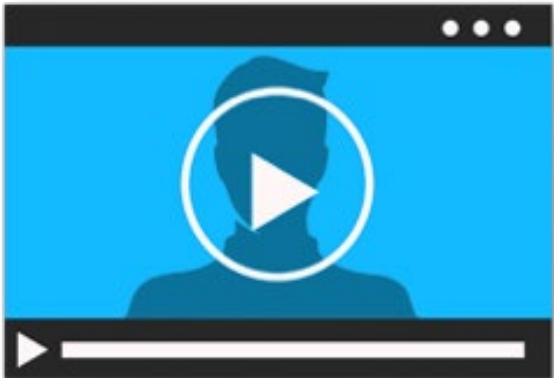




ASYNCHRONOUS RECORDINGS



Places to Leverage Recorded Videos



Course Welcome

Simulations/Scenarios

Teacher Bio

Polls/Pop Ups

Module Welcomes

Assignment Feedback

Module Summaries

Discussion/Assignment Prompts

Live Q&A Sessions

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.



Should I Write Out a Script?

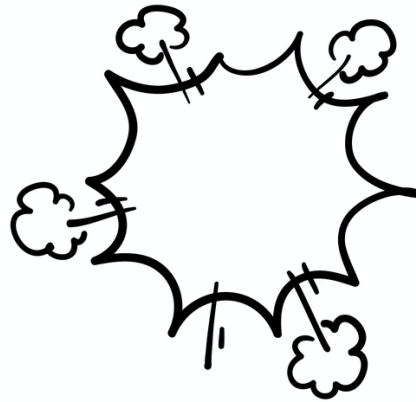
Some teachers like a polished and finely-tuned script, while others like to simply follow a topic outline. It's a matter of preference, but remember to keep it light, friendly and conversational.



Good Quality Recordings: Sound



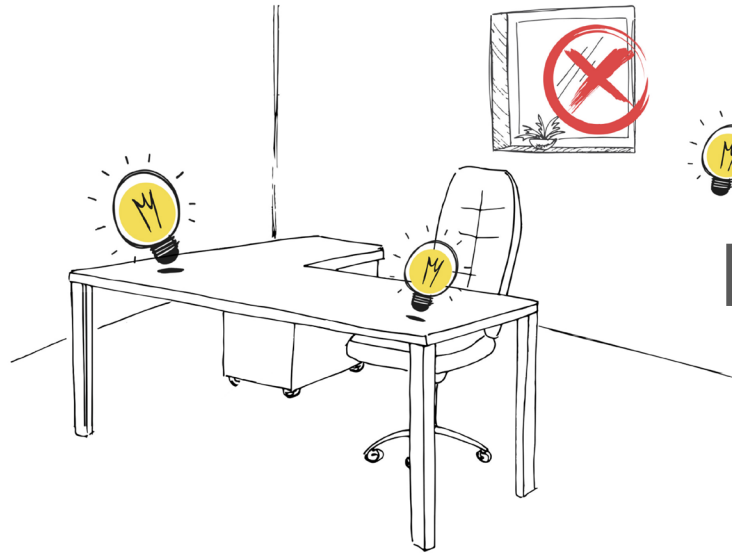
Microphone Proximity



Background Noise



Good Quality Recordings: Visuals



Lighting



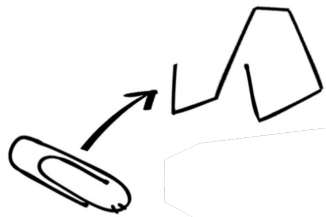
Background



Good Quality Recordings: Composition



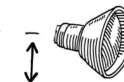
Landscape Mode



Set it Down



Frame it Properly

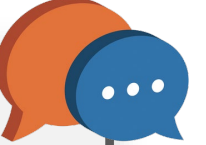


~ 2 FEET



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.”



A top-down view of a wooden desk. On the left is a black smartphone. In the center is a white keyboard with Thai characters. To the right is a white mouse. A black pencil lies diagonally across the desk. A dark blue semi-transparent banner is at the bottom, containing white text.

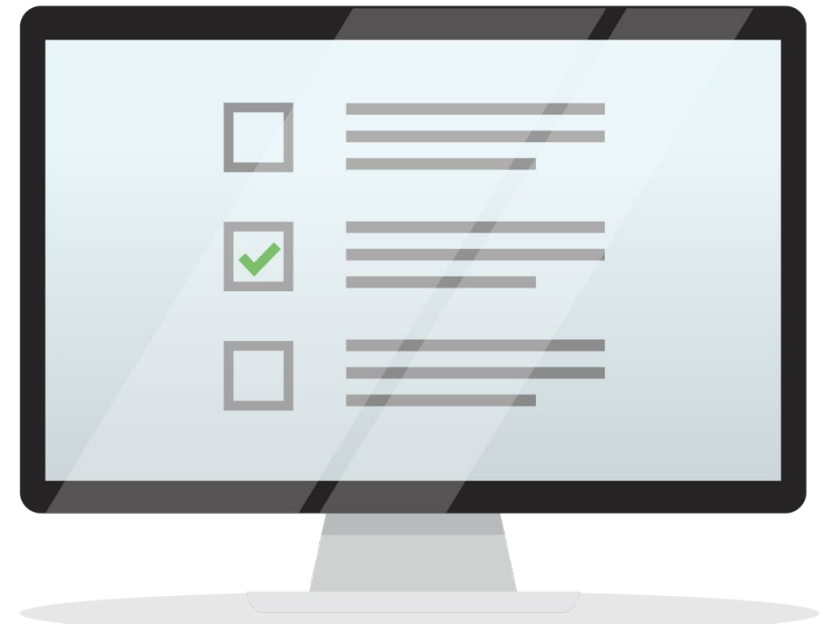
Converting Face-to-Face Activities

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 teacher 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





Wrap Up



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

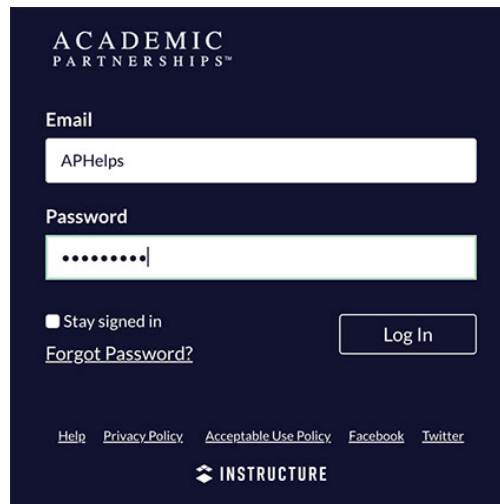


Online Course is Available

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

Login with these credentials:

- Username: **K12Helps**
- Password: **OnlineNow**



ACADEMIC PARTNERSHIPS™

Email
APHelps

Password
.....

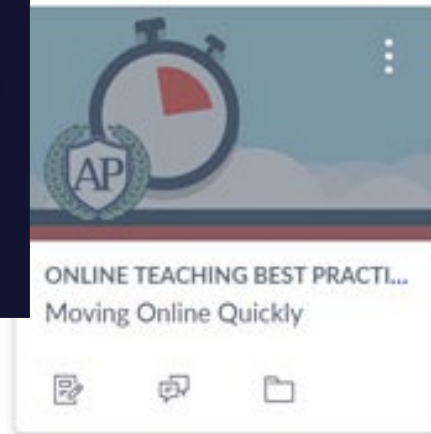
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INSTRUCTURE



ONLINE TEACHING BEST PRACTICES - A Campus-Wide Resource

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Account

Admin

Dashboard

Calendar

Inbox

Studio

Commons

▼ Moving Online Quickly - Planning Your COVID-19 Response

Overview and Objectives

Delivering Lectures Virtually

Planning Your Recording

Running Synchronous Sessions

Video Production Tips

Converting Face-to-Face Activities

ADA Compliance

Online Course Communication Strategies

Module Summary

Identify and Test Your Software

WELCOME TO THE "MOVING ONLINE QUICKLY" VERSION OF ONLINE TEACHING BEST PRACTICES!
Get started by clicking on the "Start Here" button above.

CONVERTING FACE-TO-FACE ACTIVITIES

The key to quickly converting activities from a face-to-face format to an online one is that you need to keep them engaging for the learner while leveraging online technology as much as possible. Below are some suggestions and strategies that might help you in the short term.

ASSESSMENTS

Assessments can be a challenge to move online quickly. If you've already built your assessments in your LMS, then you're already ahead of the game. But if not, you can quickly develop some online assessments.

If you're wanting to move a quiz or exam from your physical classroom to online, then leverage the tools in your LMS. You can build out the assessment, especially if you have it already in another file format. One thing to keep in mind when building quizzes and exams online is to provide the opportunity for cheating. So, you can either acknowledge that some students may cheat or you can have your exam proctored. Check with your school to see if they

RECORDING A WELCOME VIDEO
QUICK TIPS

