

## Framework for Getting Online Fast

The following guide provides some of the basic information you will need to assist you in moving your courses online. Even though they are not present in person, students may continue to learn your subject matter by participating in synchronous online discussions, working on problem sets, writing research papers or essays, watching videos or listening to online lectures, and more. Many kinds of activities are available to your class during this time. At the same time, there will be limitations for certain types of assignments that you will need to consider and work around. For example, students will be able to write papers, but their ability to do group work in-person may be limited if the campus is closed and access to certain resources is intermittent or completely unavailable.

This guide is organized around three main areas of concern: Lecturing/Course Content, Assessment, and Student Engagement. As you begin to redesign your course activities, consider the following guidelines:

- Look at the learning activities you currently use in the classroom.
- For each activity, consider online or distance-based alternatives that will enable students to still meet the relevant course objectives.
- Identify challenges you can anticipate for each activity (e.g. availability of library or other support services, access to studio or laboratory materials). For especially vulnerable activities, consider alternative methods for achieving the learning objective in question.
- Be creative, and focus on the desired learning outcome rather than your favorite instructional methods. Some classes are heavily weighted towards hands-on student experiences (e.g. flipped classes, laboratory sciences, fieldwork). These may prove more challenging.
- Write a description of your current activities and possible alternatives so that you are ready to create new materials and assignments as necessary.

**IMPORTANT:** One of the first things you should do before classes resume is communicate with your students about how your course will progress through the end of the semester and any changes they can expect to the content. Questions to address in your initial communication:

- Are there changes to the syllabus?
- How will the methods of assessment change?
- How will the missed week be made up? Are they still responsible for the work that was assigned during the extra week of spring break?

In addition, you will want to find out if your students have any technology limitations that may affect their ability to complete the course.

## LECTURES AND CONTENT

### QUESTIONS TO ASK:

- If you teach face-to-face, how are you going to replace your live lectures?
- If you conduct synchronous lectures, how will you keep students engaged?
- What technology limitations do your students have? Be aware of this when deciding which technologies to use.
- Are you comfortable uploading your content to Blackboard?

OPTIONS	TOOLS	NOTES	JOB AIDS
LIVE LECTURES	Zoom	<ul style="list-style-type: none"> <li>• Hold class at the usual time using Zoom.</li> <li>• All Radford devices have the Zoom app installed.</li> <li>• For personal devices, go to <a href="https://radford.zoom.us/">https://radford.zoom.us/</a>.</li> <li>• Polling and breakout rooms available to help break up long lectures.</li> <li>• Be aware of audio issues: <ul style="list-style-type: none"> <li>○ Use earbuds to prevent feedback.</li> <li>○ Check audio settings on computer.</li> <li>○ Use phone if necessary.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Getting Started with Zoom</a></li> <li>• <a href="#">Creating a Poll in Zoom</a></li> <li>• <a href="#">Managing Breakout Rooms</a></li> </ul>
ASYNCHRONOUS LECTURES	Voiceover PowerPoint	<p>3 Options:</p> <ul style="list-style-type: none"> <li>• Convert to iSpring and post to Blackboard.</li> <li>• Upload PowerPoint with audio directly to Blackboard. Bandwidth issues.</li> <li>• Convert to video and upload to YouTube, then link/embed in Blackboard. Bandwidth issues.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Recording Narration in PowerPoint</a></li> <li>• <a href="#">How to Use iSpring Free to Publish to Blackboard</a></li> <li>• <a href="#">Add a Quiz Using iSpring</a></li> <li>• <a href="#">Export Your PowerPoint Presentation as a Video</a></li> <li>• <a href="#">Upload Video to YouTube and Embed in Blackboard</a></li> </ul>

	Zoom	<ul style="list-style-type: none"> <li>You can record a Zoom session, upload the video to the Zoom site, and link/embed the video in Blackboard.</li> <li>Recordings only stay in Zoom cloud for 30 days.</li> <li>For long term, push to Kaltura in D2L and embed from there.</li> <li>Can also upload to YouTube and embed in Blackboard.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Recording a Zoom Session</a></li> <li><a href="#">How to embed a video from D2L to Blackboard</a></li> <li><a href="#">Upload Video to YouTube and Embed in Blackboard</a></li> </ul>
	Kaltura Capture	<ul style="list-style-type: none"> <li>Screen and webcam capture tool.</li> <li>Embedded in D2L, but can share videos in Blackboard.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Kaltura Capture Overview</a></li> <li><a href="#">How to embed a video from D2L to Blackboard</a></li> </ul>
MISC. CONTENT	Blackboard	General information about content in Blackboard.	<ul style="list-style-type: none"> <li><a href="#">Create Course Materials in Blackboard</a></li> </ul>
	YouTube Videos	<ul style="list-style-type: none"> <li>Link or embed directly from YouTube</li> <li>Use the YouTube Mashup tool in Blackboard.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Embed YouTube video in Blackboard</a></li> <li><a href="#">Insert video using the YouTube Mashup tool</a></li> </ul>

## ASSESSMENT

### QUESTIONS TO ASK:

- If you use paper-based tests, how are you going to replace them?
  - Convert them to online tests?
  - Use an alternative means of assessment?
- Do you have the “Respondus Exam Help” button in your course? If not, request that it be copied to your course.

OPTIONS	TOOLS	NOTES	JOB AIDS
GETTING TESTS INTO BLACKBOARD	Respondus Exam Software	Format test in Word document, use software to publish to Blackboard.	<ul style="list-style-type: none"> <li>• <a href="#">Installing Respondus 4.0 Quiz Generator</a></li> <li>• <a href="#">Formatting Test Items in Word</a></li> <li>• <a href="#">Respondus Sample Word Test</a></li> <li>• <a href="#">Respondus User Guides and Videos</a></li> </ul>
ADMINISTERING TESTS	Blackboard		<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Test and Survey Options</a></li> <li>• <a href="#">Test and Survey Results</a></li> <li>• <a href="#">Resolve Student Issues with Tests</a></li> </ul>
	Respondus LockDown Browser & Monitor	<ul style="list-style-type: none"> <li>• Secure browser and virtual test proctor.</li> <li>• Respondus Exam Help button.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Respondus LockDown Browser Resources</a></li> <li>• <a href="#">Respondus Monitor Resources</a></li> </ul>
ASSIGNMENTS	Blackboard		<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Assignments</a></li> </ul>
GROUP WORK	Blackboard		<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Groups</a></li> <li>• <a href="#">Create Group Assignments</a></li> </ul>

## STUDENT ENGAGEMENT

### QUESTIONS TO ASK:

- How will you communicate with students?
- How will you keep students engaged with the content?
- How will you keep students engaged with each other?

OPTIONS	TOOLS	NOTES	JOB AIDS
ANNOUNCEMENTS	Blackboard	Use this tool frequently to keep students up to date on the class!	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Announcements</a></li> </ul>
	Zoom	Create video announcement using Zoom.	<ul style="list-style-type: none"> <li>• <a href="#">Recording a Zoom Session</a></li> <li>• <a href="#">How to embed a video from D2L to Blackboard</a></li> <li>• <a href="#">Upload Video to YouTube and Embed in Blackboard</a></li> </ul>
	Screencast-O-Matic	You can also create a video announcement using <a href="#">Screencast-O-Matic</a> .	<ul style="list-style-type: none"> <li>• <a href="#">Getting Started with Screencast-O-Matic</a></li> <li>• <a href="#">Record Video and Embed in Blackboard</a></li> </ul>
EMAIL	Blackboard		<ul style="list-style-type: none"> <li>• <a href="#">Sending Email in Blackboard</a></li> </ul>
ASYNCHRONOUS DISCUSSIONS	Blackboard	Text-based discussion boards.	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Discussions</a></li> </ul>
	VoiceThread	<ul style="list-style-type: none"> <li>• Discussion board with audio and video.</li> <li>• Free version available.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Register for a Free VoiceThread Account</a></li> <li>• <a href="#">Instructions for Using VoiceThread</a></li> </ul>
OFFICE HOURS	Zoom	Use Zoom to hold office hours.	<ul style="list-style-type: none"> <li>• <a href="#">Use Zoom for Office Hours</a></li> </ul>
GROUP WORK	Blackboard	<ul style="list-style-type: none"> <li>• Student to student interaction.</li> <li>• Instructor to student interaction.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create Group Assignments in Blackboard</a></li> </ul>

MISCELLANEOUS TECHNOLOGY TOOLS		
TASK	NOTES	JOB AIDS
VOICEMAIL	You can check voicemail remotely.	<ul style="list-style-type: none"> <li>• <a href="#">Checking Voicemail</a></li> </ul>
REMOTE ACCESS	Connect via VPN if you need to access remote drives.	<ul style="list-style-type: none"> <li>• <a href="#">Connecting to VPN (Windows)</a></li> </ul>
	Once you connect via VPN, you can connect to network drives.	<ul style="list-style-type: none"> <li>• <a href="#">Mapping a Network Drive (Windows)</a></li> <li>• <a href="#">Mapping a Network Drive (Mac)</a></li> </ul>