



## Teaching if Face-to-Face Classes are Suspended v2 (Revised)

"Wisdom prepares for the worst, but Folly leaves the worst for the day when [or if] it comes." It is in this spirit that we can prepare for the potential of a temporary closure resulting from a health safety event or when we are confronted with other challenges posed by nature such as the 2011 Flood. *We are not trying to move our courses online, we are trying to adapt our courses to the suspension of face-to-face class meetings to help our students learn.* **Please note:** in this Teaching Tip, we are pointing out **tools easily available to faculty through the University**. *We understand that not all students may have equal access to the internet, computers, their course materials, etc.*

**Looking for faculty tutorials on using BOLT?** Check out the IMDC's Freshdesk resources: <https://bloomuimdc.freshdesk.com/support/solutions/35000084806>

**Our students are anxious too.** Freshdesk has **tutorials for students** which you might want to provide links to in order to facilitate their use: <https://bloomuimdc.freshdesk.com/support/solutions/35000084805>

### Long before an Emergency Develops

Tip: At the beginning of the semester, create a module in each of your BOLT courses that are "virtual office hours". Create a Zoom Meeting Room and embed the URL as a content with instructions on how to access. This feature is a great way to stay in touch with commuters, etc.

#### How much of your work is located in your university office?

- If the threat of a closure is imminent, take essential textbooks, course materials, grade book, student work, etc in case we are not able to enter our buildings/offices.

#### How much of your work is located on the University P-Drive?

- Have you set up Duo Mobile Authentication so you can sign in to BU email, BOLT, etc when off-campus?
- Back up what you need on a USB drive so you can take your work home easily.
- Consult University Technology Support for Faculty to **EITHER** set up
  - Remote Desktop Connections (<https://intranet.bloomu.edu/technology/remote>) allows you to see your desktop in your office; you will need to know your "Full Computer Name" **OR**
  - Remote Access Service VPN consult this entry at <https://intranet.bloomu.edu/technology/facstaff>

### Face to Face time with students:

- Use Zoom in BOLT. Zoom is BU's video and audio-conferencing tool. If students do not have internet access, they can still access by phone by using the Zoom app or dialing in. In a Zoom session, you can share content on your desktop, PPT, or use whiteboard tools. As a general rule of thumb in Distance Education: when we use zoom as a real-time meeting tool, we do not simply lecture (though you can use Zoom that way and record); we use it to bring students together to discuss content, explore problems, pose questions, work in groups, **to create community**.... To use Zoom's audio and video conferencing tool, the faculty, who is hosting ideally should have a mic headset, however, you can use your computer's built in mic and video. (When I use Zoom, I use my video so students may see me, but I do not require them to use videos (this can put a burden on WiFi bandwidth.) By the way, students are also able to share their desktops if they need to make presentations. Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000205107>

### Laboratories, Clinicals, Internships, Athletics, Performance Arts, Art Studio, Student Teaching, etc....

Faculty throughout the nation are dealing with this – what are they recommending? What does your professional organizations recommend?



### Lecture Content

Unless you are using well-rehearsed lecture notes and you have no new preps, when we teach a 4-4 load, *it is difficult to keep pace*. So accept this. My rule of thumb on lecturing: never lecture if the students will be asked to read about it; I use lectures to provide content that is not available in any other way, and to provide framework to understand course topics and goals. **So**, will the textbook

content serve students well enough? Yes, it is possible (even likely) they may not read or they may struggle with how to read a textbook effectively, but perhaps you can provide additional support in a variety of means to check for comprehension.

- Low-stakes quizzing in BOLT. Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000206535>
- Short writing assignments that ask student to think more deeply about what they read, then submit to BOLT. Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000200755>
- Ask students to submit reading notes in BOLT assignment folder and randomly check in on their comprehension skills.
- Provide a study guide that not only asks students about what they read, but apply that reading to course goals. Then submit to BOLT assignment folder.
- Hold a Zoom session to discuss the areas in which you anticipate student struggles (as experts we may struggle, but try to remember what it felt like to be a novice).
- Set up a discussion board in BOLT posing problems, scenarios, questions, etc. that require students to apply knowledge from readings or lectures. Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000200753>

### Student Presentations (probably for classes under 30-40)

- Zoom can be used for this purpose with students meeting together synchronously. Here are Freshdesk instructions on creating zoom: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000205107>
- Video record presentation at home and share through BOLT (most students' phones have cameras and videos). Consider imposing time limits to keep file sizes manageable. To help students submit a video assignment, share these Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000203570>
- Video web cam is available in BOLT, but a recording should probably not exceed 5 minutes; it does not have an editing function. Contact IMDC for more details.
- Have the instructor as host hold a Zoom session, in which either a single student or a small number of students take turns presenting (restricting numbers and recording time helps keep file sizes smaller and more manageable). While in the Zoom session, the instructor, who is the host, can record, and then make the recording available in a module within the course. Then invite other students to watch, offer comments, questions, critiques either as a discussion board or as a short response in BOLT assignment folder.
- Mediasite can be used by students to create presentations. Look for the training materials near the bottom of this webpage: <https://intranet.bloomu.edu/mediasite>

### Lecture to an Empty Room – What!?

The university has several rooms in which we can record you lecturing, writing on the White/Chalkboard, using PPT, making demonstrations. The recording is made, uploaded to Mediasite, and then you share the URL with students. To learn more about Mediasite: <https://intranet.bloomu.edu/mediasite>

(NOTE: during the week of 16 March 2020, we are going to create a room reservation form that you can reserve to record your lectures.)

### Consider recording lectures using a lecture-capture software?

- Ask yourself if you need to record lectures? Is this the only way they can gain access to content?
- Ideally you should have a headset mic to increase quality of voice recording.
- Consider dividing the lecture into shorter, logical segments (approximately 5-7 minutes). Doing so reduces file size and makes editing easier.
- Avoid making slides text heavy or simply reading slide content; make use of visuals.

### Lecture capture tools:

- **PowerPoint** offers the ability to record your voice on each slide, then save as an MP4, which you could then upload to YouTube (if your material is original) or Mediasite. The advantage to uploading to a cloud software: file size! Even a 5-minute PPT-MP4 file size is quite large, which slows down upload/downloads, and puts a burden on BOLT when you add it to content modules.
- **Mediasite** <https://intranet.bloomu.edu/mediasite> allows you to record from your desktop, upload an existing desktop recording, or upload a file from your computer.
- Here's the Freshdesk instructions on how to integrate Mediasite into BOLT:

Any video lecture or content items can be embedded into BOLT with conditional releases. Then you can post quiz questions to check for understanding or require application before the next content item is release.

<https://bloomuimdc.freshdesk.com/support/solutions/folders/35000207081>

- Locate videos online or with your textbook company that provide comparable content which students must

study.

- Speaking of videos, did you know that our university has a license to in-LEARNING (a.k.a. LinkedIn and formerly known as Lynda.com) lectures on a wide-range of topics about using software, making presentations, etc... For more information: <https://intranet.bloomu.edu/lynda>

#### Quizzes

- Use BOLT to offer online quizzes and exams; there's a variety of question types and settings Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000206535>

#### Tests

- Use BOLT to offer online; tests can be multiple-choice; multiple-select; ordering; short answer; long answer, etc. Freshdesk instructions: <https://bloomuimdc.freshdesk.com/support/solutions/folders/35000206535>

#### BOLT's Discussion Board

- Create questions, challenges, and problems that students must explore or discuss asynchronously (on their own time). Freshdesk instructions:

<https://bloomuimdc.freshdesk.com/support/solutions/folders/35000200753>

#### Student Group Meetings

- Zoom can be set up that any student can make use of a zoom room for meetings in smaller groups. However, only the host, i.e. the faculty member, can record.

- **BOLT Training Materials:** <https://bloomuimdc.freshdesk.com/support/home>
- **Mediasite Training Materials:** <https://intranet.bloomu.edu/mediasite>
- Teaching Resources in TALE's BOLT page: <https://bolt.bloomu.edu/d2l/login/>

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<https://intranet.bloomu.edu/tale>

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If you have an idea for a Teaching Tip publication, contact the TALE Director [tale@bloomu.edu](mailto:tale@bloomu.edu)