

GUIDANCE FOR FULLY ONLINE CLASSES

Lecture capture:

- Record lecture in small segments, preferably 20 minutes or less:
 - Try to be engaging.
 - Total required viewing not more than scheduled class time it replaces.
 - Simple, succinct. If too complicated, message is lost.
- Record both live sessions.
- Class or case discussion when live:
 - 30 or less students: Zoom with video. See instructions for expanding access to more tiles in gallery view.
 - Record with auto-save to Panopto.
 - TA to setup Panopto to Canvas/TWEN link for easy access.
 - Either monitor chat or assign student or TA.
 - Suggestions: Large classes could split into two virtual meeting times. For example, ½ class meets on Tues via Zoom, other ½ meets on Thurs via Zoom. Use supplemental work for the opposite day.

Supplemental:

- Canvas or TWEN
 - Post materials used in class (PowerPoints, etc)
 - Link to recordings
 - Discussion boards
- Chalkboard or Dry Erase Board
 - Use Whiteboard feature of Zoom.
- TA's create and manage major topic discussion boards.
- Show how to use any tools in the course (like cases or claims) in the first class or with a video.

Helpful hints:

- Avoid multiple emails – create meaningful modules in Canvas.
- Avoid lengthy emails.
- Do not embed lecture clips or videos into PowerPoints.
- Use video rather than just audio to be more personable.
- Look at the camera eye to make meaningful points.
- Do not make busy work. Look for meaningful work.