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.