Preparing to Teach Online in an Emergency

Welcome

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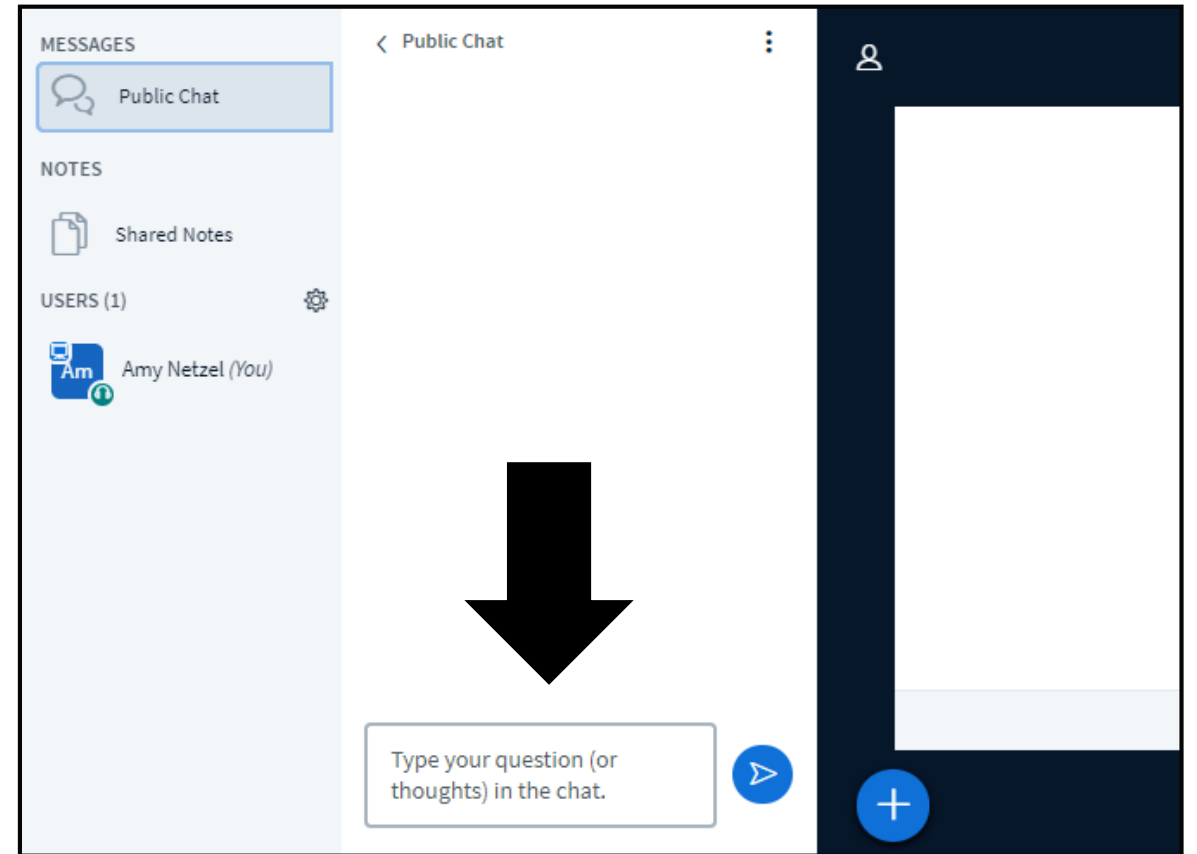Instructional Designer/Web Accessibility Specialist

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Communication

All participants are muted.

Please use the chat area to ask questions.

Transitioning to Remote Instruction (TRI)

go.durhamtech.edu/tri

Today's session

- Tools
  - Sakai
  - Meetings
  - Converting PowerPoints to video lectures
  - Warpwire

- Considerations for teaching online
  - Attendance
  - Online testing

Sakai

Your Sakai site is the "hub" for all class activities.

CREDIT CLASSES	Already have a Sakai site
NON-CREDIT CLASSES	Submit a form to have a Sakai site created

Sakai Training

INTRO TO SAKAI

Required to get access to your sites

- Announcements
- Syllabus
- Email / Email Archive
- Resources
- Roster
- Lessons
- Publishing your site

INTERMEDIATE SAKAI

Critical for online teaching

- Gradebook
- Forums
- Assignments (Turnitin)
- Tests & Quizzes
- Lessons
- Best practices for teaching online

Basic toolkit for online instruction

INTERMEDIATE SAKAI

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More tools!

3 tools

1. Meetings - *webinar tool in Sakai*

2. Convert PowerPoints into videos

3. Warpwire *- create videos, audio, and screencasts*

Meetings (aka BigBlueButton)

- The tool we're using now!

- In Sakai, you can set up a meeting for your class

- **Synchronous:**
  - You and your students must be online at the same time to interact
  - You can record your session

- Be aware:
  - There is a learning curve!

≣	Overview
📢	Announcements
📖	Syllabus
📚	Lessons
🎥	**Meetings**
📓	Gradebook
📄	Assignments
💬	Forums

Handouts

go.durhamtech.edu/tri

Workshops – cancelled ☹

- Videos coming this week! ☺

Converting PowerPoints to videos

IN POWERPOINT

1. **Narrate your slides**

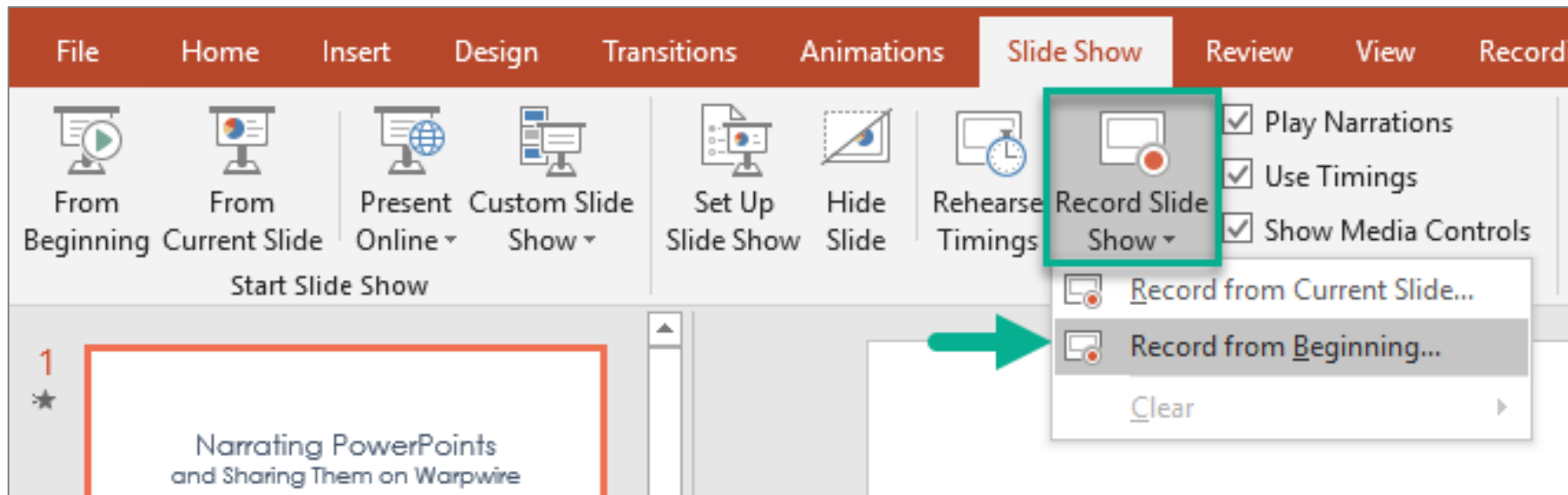2. **Export to video (MP4)**

IN SAKAI

3. **Upload to Warpwire**

4. **Insert in your course**

Narrating in PowerPoint

Super easy if using Office 2019 for Windows
(Can also be done on Office for Mac)

Handouts

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Workshops on campus - cancelled 🙁

- Videos coming this week! 🙂

Warpwire

- Create simple videos (or audio recordings)
  - "Selfie" webcam videos
  - Audio-only recording
  - Screencast
  - Upload videos from mobile device
- Insert videos in Sakai
- View analytics to see if students are watching

Handouts

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Equipment

- Most computers have built-in webcams and microphones – sufficient for most tasks

- Headsets recommended for instructors using **Meetings**

- 100+ headsets on order

✓ Poll

Does your home computer have a built-in webcam/microphone?

A. Yes
B. No
C. Don't know

5 Primary Activities to Continue Online

- Attendance
- Communication
- Presentation of content
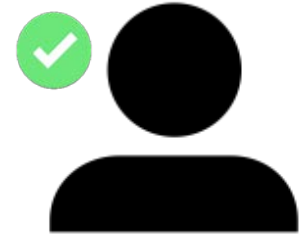- Interaction / participation
- Assessment / feedback

How do I do that online?

Practical strategies for creating online activities in Sakai to replace common face-to-face class activities

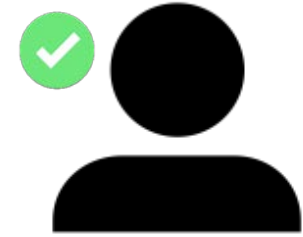**go.durhamtech.edu/tri**

Attendance

FEDERAL REQUIREMENTS:

Attendance in online courses is based on **student submission of an activity or assignment.**

Colleges must **maintain records** that verify attendance.

Attendance

Each week, your online course should contain **at least one activity that students "submit"**

Example of attendance:

- Forum post in Sakai
- Taking an online test or quiz in Sakai
- Submitting an assignment in Sakai
- Chat room participation in Sakai
- Submitting work on a publisher platform
- Work submitted by email

Keep records!

✅ Quiz

Which of these counts as "attendance" in an online class?

A.   Student logs into the course site on Sakai

B.   Student watches a YouTube video

C.   Student reads info the instructor posted in Sakai

D.   Student posts in the discussion forum in Sakai

Assessment

Concerns with online testing:
- It's easy for students to cheat.
- All tests are open book.
- Your tests will be "out there" for widespread sharing.
- Technical problems can and do happen.

Are there proctoring options – online/remote or on-campus?
- Not at this time.

Assessment: What can we do?

Ideas:

- Use alternative assessments – ones that require application, are project-based, etc.

- Create short, timed quizzes.

- Always set a time limit.

- Require rationale for multiple-choice or true/false questions.

Require Rationale	● Yes
	○ No

Require rational - example

In most research situations, the goal of the hypothesis test is to reject the null hypothesis.

○ True

○ False

Rationale:

Assessment: What can we do?

More ideas:

- Use randomization techniques
    1. Randomize the questions
    2. Randomize the answers
    3. Create a random draw from a pool

- Consider breaking long exams into parts
    1. Objective part with fewer questions
    2. Subjective part with short answer, application questions, or project-based activity (students can upload as a file)

Assessment: What can we do?

Even more ideas:

- Limit the feedback students see after taking a test

- Follow our best practices for online testing

- Take the Intermediate Sakai online workshop!