

So something big happened and you have to teach off-campus for a while, huh? This document will show you how to migrate quickly to an online environment with (hopefully) minimal disruption to instruction.

Before we begin, I want to emphasize this document is designed for emergencies in which concerns about accessibility take a back seat to concerns about teaching continuity. If you want to design a well-structured online environment, the Faculty Center and eLearning have many resources on their website.

<https://www.cpp.edu/facultycenter/best-practices/>

Additionally, the Faculty Center and eLearning have put together a very comprehensive guide on teaching continuity in times of crisis. <https://www.cpp.edu/facultycenter/teaching-continuity/>

However, their website might be overwhelming for instructors who simply want quick solutions. After you get comfortable with the solutions below, I recommend that you review the teaching continuity website to gain other ideas for working in an online environment.

One more item... the images and instructions below are for a *Windows operating system*. The tools should be similar for Macs though.

1. What to do for lecture courses

1.1 Getting started with Blackboard (CPP's learning management system)

You will need to use Blackboard to host some content (e.g., syllabus, directions for assignments, links to videos), collect assignments, and post grades. If you have not made your Blackboard course available to students yet, go to <https://www.cpp.edu/facultycenter/teaching-continuity/> and follow the instructions in the "Prepare Ahead" section.

The Faculty Center and eLearning has a website on learning technologies with many tutorials on Blackboard in the "Learning Management Systems (LMS)" section.

<https://www.cpp.edu/facultycenter/learning-technologies/>

Blackboard's help page has a lot of information as well.

<https://help.blackboard.com/Learn/Instructor>

https://help.blackboard.com/Learn/Instructor/Watch_Videos

Here is a comprehensive online course in Bb from LinkedIn (login with your CPP credentials):

<https://www.linkedin.com/learning/blackboard-essential-training/creating-assignments?u=56973593>

1.2 Delivering new content/lecturing

There are two popular options for delivering new content/lecturing in an online environment:

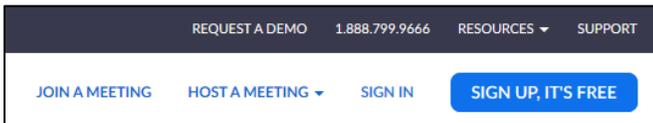
- (A) Synchronous instruction using Zoom
- (B) Asynchronous instruction using recorded videos

1.2.1 Quick start for Zoom

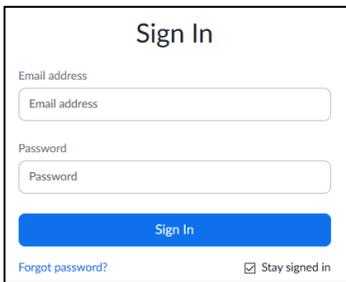
If you prefer to interact with students instead of recording lectures, Zoom is a good solution. During the past few years, Zoom has become a very popular video conferencing software and the CSU has a system-wide license, meaning you can access Zoom for free.

To get started with Zoom, either watch their short tutorials (<https://support.zoom.us/hc/en-us>), complete a 45-minute LinkedIn course (<https://tinyurl.com/u2no68y>... sign-in with CPP credentials to watch for free), or follow the steps below.

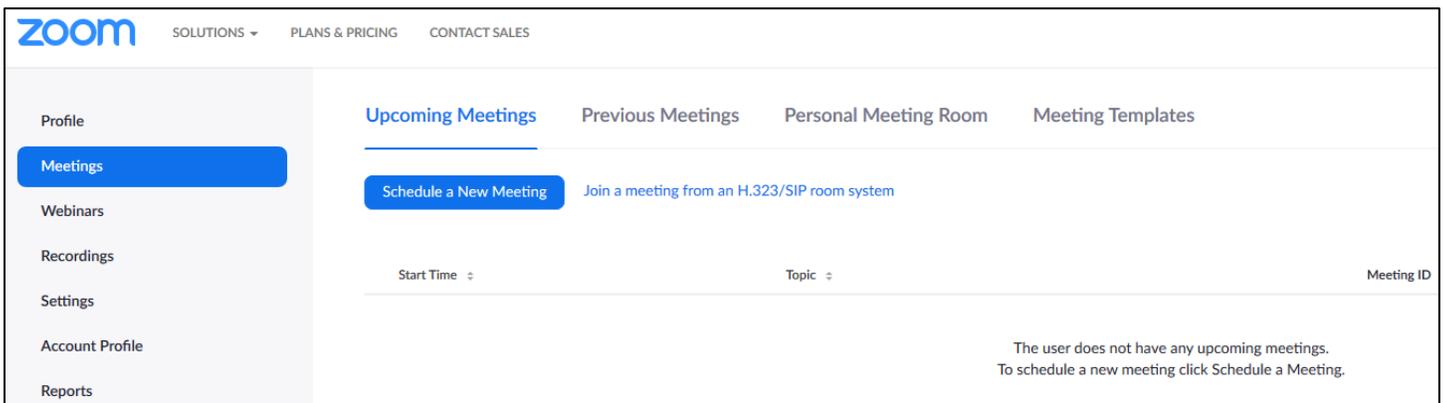
Open a web browser and go to <http://zoom.us>



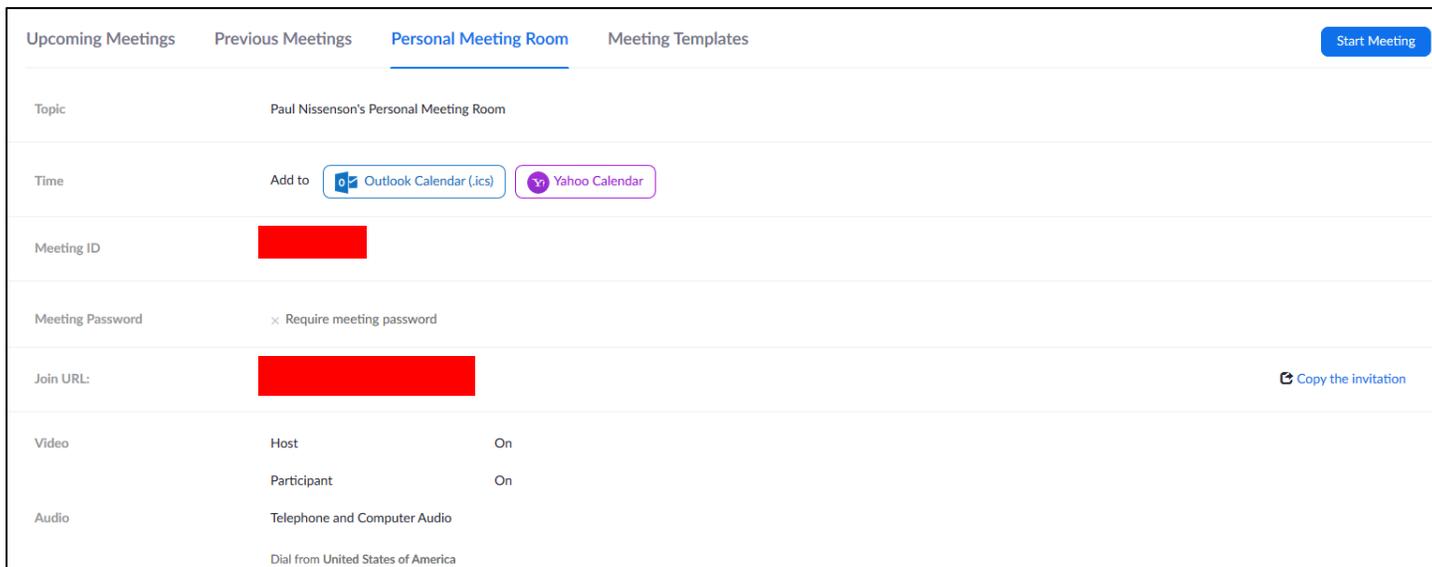
Click on the "SIGN IN" link in the upper right corner of the screen. You will be sent to Zoom's Sign In page.

A screenshot of the Zoom 'Sign In' page. The page has a white background with the title 'Sign In' at the top. Below the title are two input fields: 'Email address' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom left, there is a link for 'Forgot password?' and a checkbox labeled 'Stay signed in'.

Enter your full CPP email address (including @cpp.edu) and your CPP password. These are the same credentials you use when logging into Blackboard. You also may be sent to a single sign-on page for CPP where you confirm your login credentials. (Note: You can access Zoom through my.cpp.edu as well)



Now you are in Zoom. If you want to open a room, click the "Personal Meeting Room" tab.

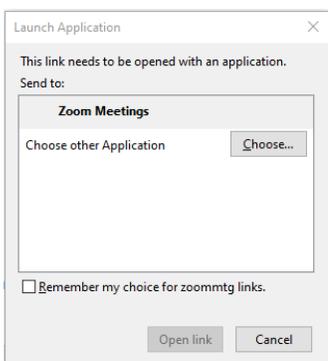


(Note: I covered the meeting ID and room's URL with red boxes because these are specific to my meeting room. You will have your own unique meeting ID and URL for your personal meeting room.)

To invite students to join your room, you have a couple options:

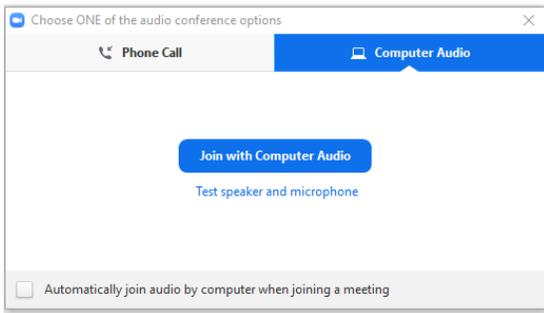
- Option 1: Copy the Join URL link and email it to your students. This will force your students to join the room using an internet connection. This option usually will be sufficient.
- Option 2: Click the small "Copy the invitation" link on the right side, click the "Copy Meeting Invitation" button. A lot of information is copied to the clipboard that gives students various options for accessing the meeting, including calling in by phone. You can email that information to your students.

Click the "Start Meeting" button on the right side to start the meeting. A pop-up may appear asking you to launch the application.



Click "Open Link" to open the room. Students may enter the room any time after you open the room.

You will be prompted to select the audio source. You can use your computer's built-in mic, speakers, and webcam, or connect higher-quality devices through USB.



After testing the speaker and microphone, select "Join with Computer Audio."

If you hover your mouse over the bottom of the screen, many options will appear. You can toggle your microphone and webcam on an off, share your screen, start a chat room, and more.



When students join the room, crowd control will be key. Have them mute their microphones unless they want to ask a question (you can mute their microphones as well), or have them ask questions through the chat window. Consider designating a student to monitor the chat room and let you know if there are questions

If you prefer to use PowerPoint lectures, you can open the PowerPoint presentation and share just the presentation with students.

If you like to write your lecture notes by hand on your screen, you can use Zoom's whiteboard feature by clicking the green "Share" icon, then select "Whiteboard." Additionally, you can use applications like OneNote.

In order to use Zoom, the host (you) should have a solid internet connection – I recommend connecting your computer to your internet source using an Ethernet cable instead of wi-fi, but wi-fi may work as well.

Students who have a poor internet connection may get disconnected occasionally. By recording your Zoom sessions, those students can still have an opportunity to learn the material in an asynchronous manner. If you hit the "Record" button, an MP4 will automatically be created at the end of the meeting and stored locally on your computer (it may take a while for the MP4 to be created). You can upload the MP4 to YouTube or Kaltura, and place the YouTube link on the course Blackboard page (see Sections 1.2.3 and 1.2.4 below).

1.2.2 Recording videos using Camtasia Studio, Doceri, and other software

If you prefer to not stream live to students, recording videos is another option. Regardless of how you record your video, the overall goal is to produce an MP4 video file that will be uploaded to your YouTube account.

There are various software that can perform screen-capture and record webcam video. A couple popular options are Camtasia Studio and Doceri – Camtasia Studio works for both Windows machines and Macs, while Doceri works for iPad. Both require software to be downloaded to your computer, and there is a system-wide license available for Camtasia Studio (contact the COE IT for help installing these software)

Instead of going through a detailed quick start guide for these tools, here are some resources that can get you started.

Camtasia: <https://www.techsmith.com/tutorial-camtasia.html>
<https://www.cpp.edu/facultycenter/learning-technologies/#techsmith-snagit>

Doceri: <https://doceri.com/>

Both Camtasia Studio and Doceri can export videos as MP4 video files.

1.2.3 Uploading videos to YouTube or Kaltura

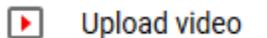
After you record your MP4 video file, do not upload it directly to Blackboard because you can rapidly run out of storage space. Instead, upload your videos to YouTube or Kaltura which has unlimited storage space and streaming capacity.

To upload a video to YouTube...

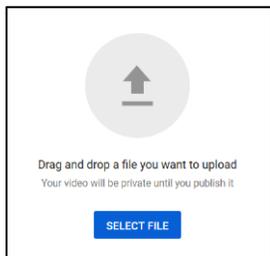
If you have a Google/Gmail account, you also have a YouTube account. Go to www.youtube.com and log in with your Google credentials. If you don't have a Google account, you will need to make one.

(Note: In order to upload videos greater than 15 minutes, you need to verify your YouTube account. It is very quick to do so. <https://support.google.com/youtube/answer/171664?hl=en>)

Click the "Create a video or post" icon  in the upper right corner, then click the "Upload Video" icon



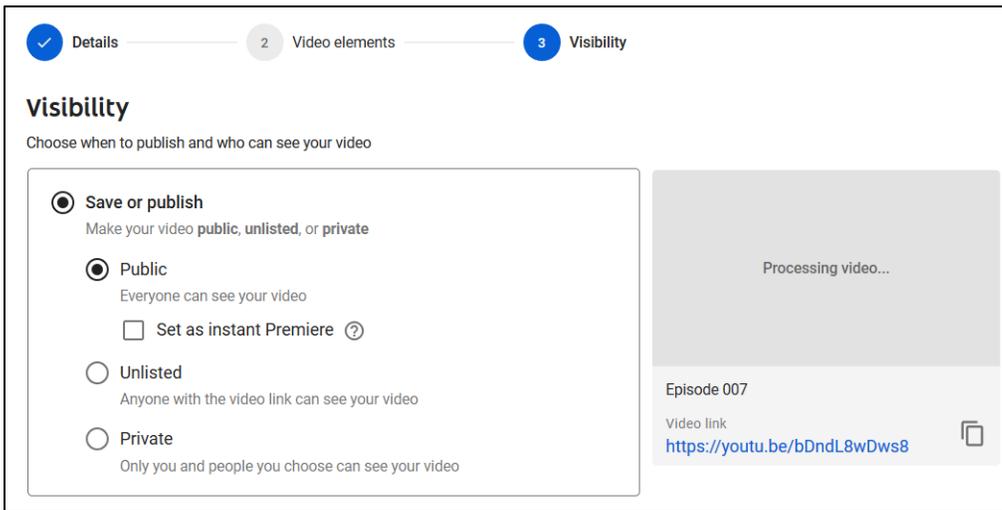
Drag and drop your MP4 into the indicated region



Keep in mind that it may take several minutes for a video to upload and be processed by YouTube.

As the uploading process begins, a link will appear on the right side of the screen. This is the link you will post into Blackboard.

By default, your video's status is "Private" which means no one else can see the video except you. Click on the "3 Visibility" button at the top, then change your video's status to "Unlisted" to allow people who have a link to watch the video. "Public" status will work too, but your video will be visible to the world through YouTube's search engine and many students may not feel comfortable with their faces on a public video.



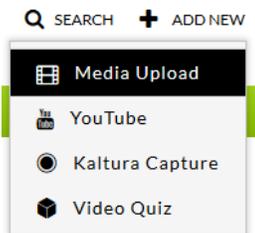
There are many options for labeling and organizing your videos in YouTube. Here is YouTube's help page on uploading videos,

<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>

To upload your video to Kaltura...

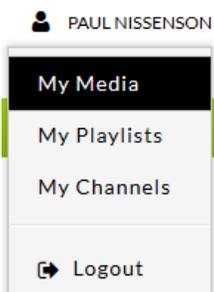
Kaltura is CPP's video hosting platform. Go to <https://streaming.cpp.edu> and click the "My Content" tab. You may be asked to login with your CPP credentials.

Click on the "ADD NEW" icon in the upper right corner, then select "Media Upload."

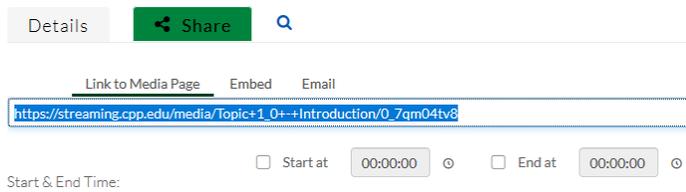


Drag and drop your MP4 file into the browser and wait for the file to upload. You can change the name of the file and add a description while you are waiting. The default privacy setting is "Unlisted" which means anyone with the link can view the video.

In order to view all your videos and get shareable links, click your username in the upper right corner of the screen, then "My Media."



Select the video you just uploaded, and click on the "Share" tab on the bottom of the screen.

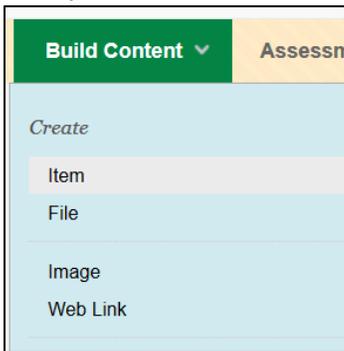


You can copy and paste the link into Blackboard (next section).

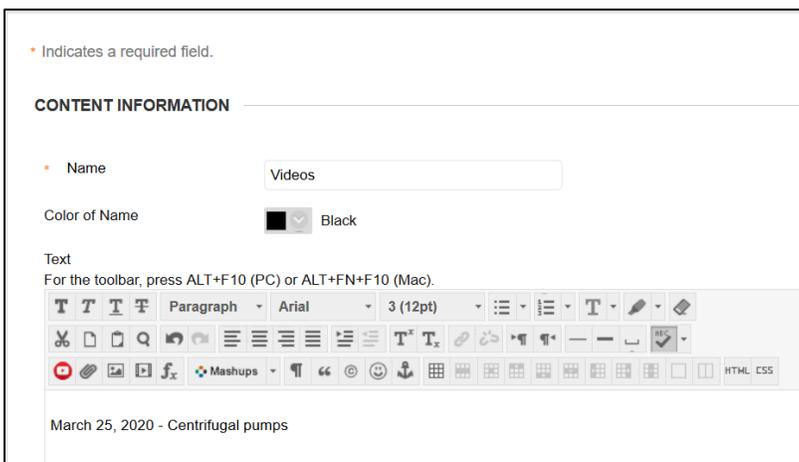
1.2.4 Placing your video link in Blackboard

Once you have the link to your YouTube video, it's time to share the link with your students. The simplest method of sharing the link is to email it to the entire class. However, it can greatly help students if you also place the link on Blackboard so they can easily access all videos in one location. Here's one way to accomplish this.

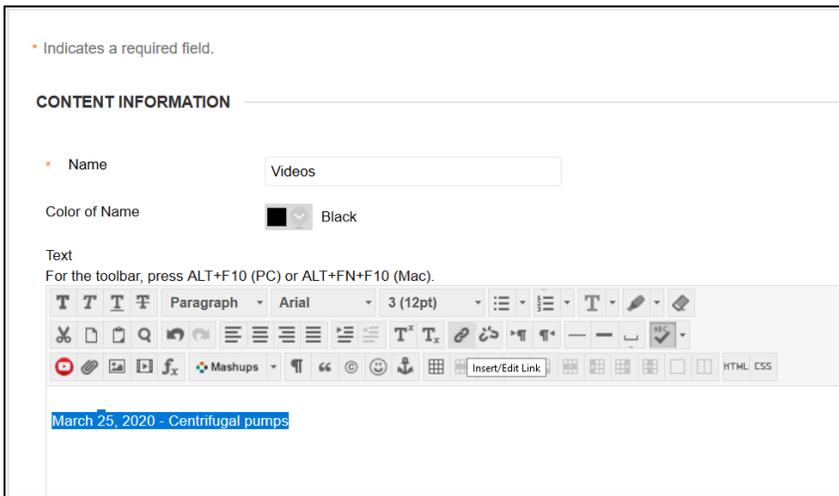
In any content area within Blackboard, click "Build Content," then "Item."



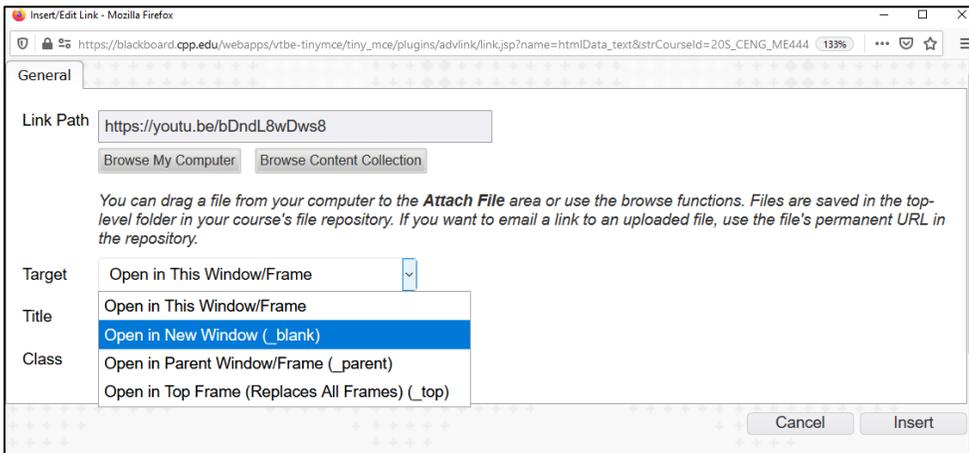
An Item is created where you can place your links. Add a name for the Item, then type a descriptive name for the video in the textbox.



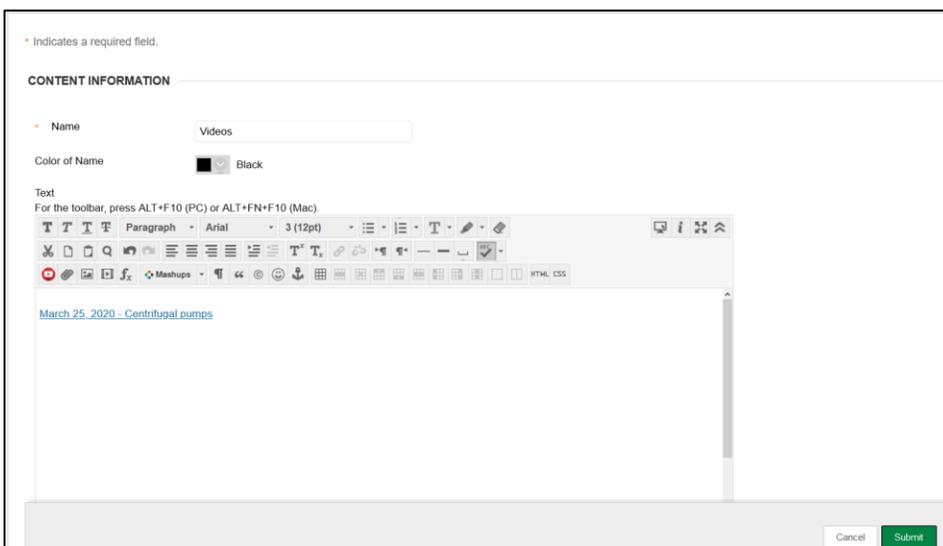
Highlight the text, then click on the chain link icon to "Insert/Edit Link."



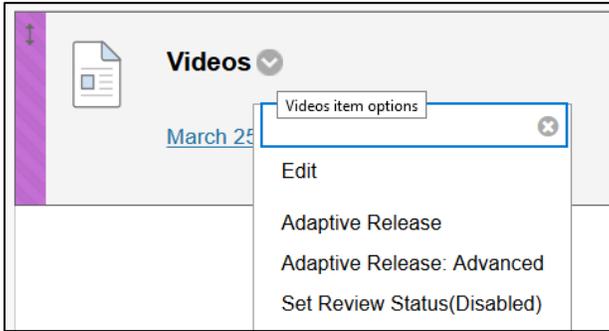
A pop-up window will appear where you can paste the YouTube video link and determine what will happen when the student clicks the link. I recommend selecting the "Open in New Window" option, which will automatically open a new tab to watch the video.



Click "Insert" to save your settings for the link and close the pop-up window. The text in the item should be blue, indicating that the link is now active.



Finally, click "Submit" to save your work and close the item. You can click the link to check everything is working properly. If you want to change the link or add new links, click the down-chevron and select "Edit."



1.3 Creating Assignments in Blackboard

Creating assignments will allow your students to submit any file type (PDF, Word, programming files, etc.) which can be graded at your leisure.

[https://help.blackboard.com/Learn/Instructor/Assignments/Create and Edit Assignments](https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments)

You also can create TurnItIn assignments that check for plagiarism (only selected file types are allowed).

1.4 Creating Quizzes/Tests in Blackboard

Blackboard allows you to create tests, although it is sometimes clunky to work with.

[https://help.blackboard.com/Learn/Instructor/Tests Pools Surveys/Create Tests and Surveys](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys)

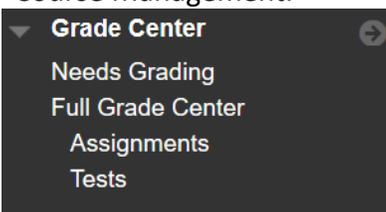
The Respondus Lockdown browser plug-in in Bb can help prevent students from searching for answers online while taking a test. <https://web.respondus.com/webinars/>

1.5 Grading in Bb

When creating an assignment or quiz, a grade column will automatically be created. You can add additional grade columns as well.

<https://help.blackboard.com/Learn/Instructor/Grade>

In order to grade assignments, go to the "Grade Center" section on your Bb website, which is located under "Course Management."

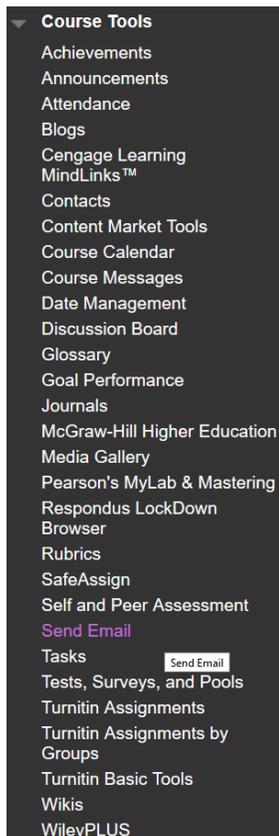


"Needs Grading" will allow you grade assignments one-by-one. You can view all grades and assignments in the "Full Grade Center"

Alternatively, you can enter grades into an Excel spreadsheet and upload a PDF of the spreadsheet into Blackboard (just make sure you only show the students' ID numbers and hide their names).

1.6 Emailing Students

You can email students easily through Bb. Click the "Send Email" link in the "Course Tools" section.



2. What to do for lab courses

This will depend on the type of lab course and what resources already exist for the course. One possibility is to give students data from a previous semester for analysis. If you know a disruption might be happening in the near future (e.g., due to a slowly spreading pandemic), you could show students how to operate the equipment in advance prior to the disruption or create a video that shows the operation of the equipment.

The Faculty Center and eLearning also provide ideas in the "Labs, Studios, and Activity Courses" section of their teaching continuity guide.

<https://www.cpp.edu/facultycenter/teaching-continuity/>

I wrote this pretty hastily... let me know if there are errors at pmnissenson@cpp.edu