Remote Instruction

If an emergency causes a campus closure for extended periods of time, there are several remote instruction options available so faculty can ensure students can continue to work toward achieving student learning outcomes and course requirements.

The linked list below provides several remote instruction options to support remote instructors so students can continue to work toward achieving student learning outcomes and course requirements.

Identifying Key Tools and Functions within the D2L Shell

Each “for credit” course has a shell in the D2L learning management system and all Banner-enrolled students have access to those shells. A course’s D2L shell is a great launchpad for remote instruction. (If your course does not have a shell, please contact your local eLearning or LMS professional.)

If you are new to using D2L, you may appreciate some orientation to key D2L tools and functions.

- **Assignments**: Instructors can create space for students to upload submissions, from informal reflections to formal written assignments and projects. Instructors can select the grading approach within the assignment. The Assignments tool is best for instructors who wish for the students’ work to only be viewed and assessed by the instructor.
- **Announcements**: Instructors can provide information to the whole class community via the Announcements tool. The benefit of using Announcements over e-mail is that instructors do not need to collect individual student e-mail addresses and that the messages are archived in the course D2L site.
- **Discussions**: Instructors can create threaded, written discussion forums for students to engage in written (or audio/video) dialogue with each other and respond to written prompts.
- **Content Area**: Instructors can post key course documents, like the syllabus, readings, assignment sheets, and activity descriptions in this space.
- **Exams and Quizzes**: Instructors can create exams and quizzes with this tool.

For more information about getting set up in D2L, broadly speaking, search the CCCOnline Knowledgebase or the D2L/Brightspace Help pages.

Live Lecture / Video Conferencing Options

**WebEx (CCCS Default)**

WebEx is a video-conferencing platform for which CCCS owns a license. WebEx allows you to engage in live Web conversations with your students using audio, video, and text-based chat features.

Your S-Number and network password (the same password you use for Wi-Fi and college computer login) will allow you to access WebEx.

You can access CCCS WebEx in two different ways:

1. Visit https://cccs-meetings.webex.com/ and log-in with your S-Number and network password. From there, you can download the essential software application and create future meeting links.
   a. For more information, see the WebEx Cheat Sheet.
2. Your college may have Webex directly integrated within its D2L instance. You can check for this by navigating to your course shell’s Content area, selecting “add existing activities” > “External Learning Tools” and seeing if Webex is listed there. If it is listed, you can learn more about how to set up and use this tool from the following articles:
   a. Setting up Webex in your course: https://kb.ccconline.org/article.php?id=426
   b. Virtual Meetings for Instructors: https://kb.ccconline.org/article.php?id=429
   c. Office Hours for Instructors: https://kb.ccconline.org/article.php?id=428

**Additional guides for using WebEx within D2L**

- MCC WebEx Tutorials for Scheduling a WebEx Meeting and Adding Meeting Room to D2L
- How-to Articles for instructors
- How-to Articles for students

**Troubleshooting Tips**

**Accessibility Suggestions**

- Automatic live captioning is not available in WebEx.
- For students who are blind or have low visibility, narrate the material that you’re displaying visually on the screen. Just as you might read materials aloud in class, read screen material that you share on-screen just in case students are not able to see essential text.

Learn More: D2L WebEx Integration, WebEx Cheat Sheet

**Instructional Tips**
• Use slides and screen sharing within WebEx to make sure discussion questions are visible to students who may have a slow Internet connection or who may struggle to hear the audio for the initial question. (Look for "Share Content" within the WebEx window.)

• On your first slide, display an agenda at the start of the class session so that students know what to expect of the shared time together.

• Use the chat at the bottom of your screen. See In-Meeting Chat.

• Moderate discussion, i.e., “call on” a student with a comment to speak, to help them break into the conversation.

• You might use the WebEx chat to troubleshoot technical problems. For example, if a student is having trouble connecting via audio or video, the chat might be a space for you as the instructor or for fellow students to work together to problem-solve. This may be an opportunity to assign a student to a special role as an assistant, especially if you have students eager to help on the technical aspect of things.

• Rethink your classroom activities to make the class more interactive even if WebEx students don’t have ideal connections and aren’t able to hear and see everything perfectly.

• Have students write and comment on a shared document online.

• Consider making discussion questions available in advance in D2L, etc. so that students can access the questions if screen sharing does not work. If sharing slides in advance to D2L, share as PDFs, as students will be able to access the material on their phones.

YuJa

Some colleges have licenses to the lecture capture, streaming, and captioning tool called YuJa. Unlike WebEx, YuJa is not supported by CCCS-IT but is supported by the 24x7 helpdesk.

In emergency situations where WebEx is not available, colleges that hold a YuJa license may use YuJa’s video-conferencing tools. See if your college has a license for YuJa.

Visit the YuJa how-to video on setting up a virtual meeting.

Zoom

Although not supported at all by the colleges or CCCS-IT, faculty may find that the free trial version of Zoom is the only alternative available. Here is a link to Zoom’s tutorial videos.

Pre-Record Your Lectures and Post in D2L

Some colleges have licenses to the lecture capture, streaming, and captioning tool called YuJa. Unlike WebEx, YuJa is not supported by CCCS-IT but is supported by the 24x7 helpdesk.

If you are not comfortable presenting live, another good option is to pre-record any lecture material and upload it to D2L. We recommend that you pre-record lectures using WebEx or YuJa.

Already a D2L user? Using D2L with WebEx makes it easier for students to locate the discussions. We’ve set up a detailed knowledgebase which walks you step-by-step through the process of integrating WebEx into your D2L site.

• If you follow the steps, in a few minutes to a few hours (depending on the length of the video), completed videos will be automatically uploaded to your D2L course -> WebEx -> “Cloud Recordings” tab.

Don’t use D2L much? You can still use WebEx! Visit WebEx to download, and see the WebEx Cheat Sheet to set up your call.

• Basically, you’ll want to open up your PowerPoint or slides, make sure you’re recording to the cloud, and then use WebEx’s “Share Content” tool.

Instructional Tips

• Keep videos short and lively. It is often harder to focus on a video than on a person! Check out some tips for creating lively short online videos from online educator Karen Costa.

• Test your microphone to make sure that you have good sound quality. Consider using a headset with an external microphone to capture better audio.

• Consider ADA compliance. Automatic closed-captioning is not perfect. Speak clearly and not too quickly to make the content as accurate as possible. If using a tool other than WebEx for recording your lecture, consider uploading your videos to YuJa or YouTube to take advantage of their automatic (though not perfect) closed-captioning.

• Integrate interaction with the lecture material. You might consider setting up a D2L discussion board with some specific questions, using a quiz, or setting up a chat session for a text-based live discussion.

When Video is Not Your Style

Many online courses do not have a video component at all. If you are not sure you have the right equipment and are uncomfortable with the tech setup, a PowerPoint slideshow might be a good option, at least for the short-term.

Instructional Tips
• Annotate your slideshow with notes and share this with students using D2L or email.
• Set up a discussion for students in D2L. Use specific, structured questions, and let students know expectations for their responses.
• Share links to outside resources. Encourage students to watch videos, read articles, etc.
• Use Chat to have a live, text-based chat session with students.

Office Hours

Set up virtual office hours to meet with students using your webcam, share your computer screen or collaborate using WebEx’s whiteboard feature. If you are more comfortable, you can also give students your phone number to call, or you can set up an online chat.

We’ve set up a detailed knowledgebase that guides you through the process of integrating WebEx into your D2L site (recommended).

Not familiar with D2L? You can still use WebEx! Visit WebEx and login with your S-Number and network password.

Tips for Use

• Keep the link to the WebEx room you’re using for your students in a central place on your course D2L site. The main factor to consider when holding office hours or conferences with students via WebEx is your accessibility as an instructor. Make sure they know how to find your “office” (just as you might offer them directions to your office on-campus).
• Encourage students to share their screen with you. Screen sharing is possible not just for the instructor in WebEx, but for students too. Help your students navigate towards a screen sharing option so that they can show you their written work on their screen.

Student Presentations

If students are sharing their presentations asynchronously:

• Ask students to record themselves at their screen, using a web camera, the built-in microphone on their computer, and screen sharing software combined to capture both their faces/persons as well as the slides on the screen.
• Students can save their final recording file and upload it D2L’s Discussions.
• If students submit the recording via D2L Discussions, the file will be visible to the full class community.
• If using YuJa, students can insert a video recording in D2L in the Assignments or Discussions.

If students are sharing their presentations synchronously:

• Ask students to give a live presentation for their peers using the selected web conferencing tool.

Using D2L for Announcements, Adding Content, Collecting Assignments, and Grading

Many instructors already use D2L regularly for tasks like posting announcements to their courses, sharing course materials, collecting assignments, and giving students grades and feedback.

If you’re not already using D2L for some or any of these functions, this might be a good opportunity to become more familiar with the platform.

• See our D2L Tutorials for more information

Written Discussions

To remove technical hurdles and ensure that students are able to engage with peers and each other in a discussion-based class (even without a strong Internet connection), you might choose to move student discussions to an asynchronous format. Create a D2L Discussion as a forum to facilitate communication, encourage students to interact, ask questions and respond to discussion prompts.

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