Remote Teaching and Learning Seminar
16 March 2020
Agenda

1025 – 1055
Assignments & Grading using Blackboard

1100 – 1130
Host Class Virtually through Collaborate

1135 – 1205
Set up an Online Discussion and Sharing Course Documents

1210 – 1240
Preparing for Remote Teaching and Learning in Emergency Situations
Preparing for the Unexpected

Sharing Coronavirus Contingency Planning Best Practices

Brent Mundy | Mar 03, 2020

As your institutions have started preparing contingency plans in the event that courses, academic, and administrative functions are disrupted by COVID-19 or coronavirus, Blackboard is also preparing. To help you think through your own plans and readiness activities in response to the coronavirus, we are proactively providing you with information to help.

We have dedicated additional resources from our engineering and development operations teams to this situation and will continue to evaluate the best options available given this evolving situation.

[Bookmark this blog, as we will update this with links to new resources in the coming days.]

Through our partnership with clients in affected regions and beyond, we are continuously improving our own processes and readiness. Our cloud-based technologies, including Blackboard Learn and Blackboard Collaborate, allow us to scale in times of heavy usage to the maximum extent possible. We are working with our technology and hosting partners and internal engineering teams to make sure we have solid plans in place for
Assignments & Grading using Blackboard

• **Assignments in Blackboard** allow cadets to submit assignments online, as well as allowing instructors to grade and provide feedback online.

• Learn **how to create an Assignment** for online submission.

• Learn about **implementing SafeAssign** to check for plagiarism.

• Learn how to grade cadet work and offer feedback through **Inline Grading**.
Demonstration
Host Class Virtually through Collaborate Blackboard

- Moderate a session with Collaborate.
- **7 Tips** for delivering interactive Virtual Sessions
- **Create** a Collaborate Session.
Seven Tips for Delivering Interactive Virtual Sessions

1. Designing for the Audience
2. Preparing the Content
3. Preparing for Your Session
4. Preparing Your Participants
5. Before the Session Begins
6. As the Session Begins
7. During the Session
Designing for the Audience

- Office Hours
- Content-driven Sessions
- Groups
Preparing the Content

- Interactivity and variety
- Clean simple content
- Font type and size
- Visuals
- Avoid numerous bulleted lists or long text passages
- Files to include
Preparing for Your Session
Preparing Your Participants

- Set expectations
- Tech-check session
Before the Session Begins

- Join early and perform a tech-check
- Open web pages and programs needed for sharing
- Load content
- Grant co-facilitator moderator/presenter privileges
As the Session Begins

- Greet participants and confirm their audio is working.
- Remind participants to test their microphone, webcam, and speakers.
- Remove or assign privileges for participants.
- Remind participants of the Step Away button.
- Give a brief overview of the interface.
During the Session

1. Speak clearly; do not rush.
2. Visualize your participants.
3. Look at the whole screen, not just the content area.
4. Encourage participants to raise their hands.
5. Ask questions and provide opportunities for interaction.
6. Use annotation tools to assist in your delivery.
At the End of the Session

- Thank learners
- Stay connected
- Write down any notes and changes
Seven Tips for Delivering Interactive Virtual Sessions

1. Prepare your content for online delivery, with clear and simple visuals and text.
2. Prepare yourself by practising, both as an instructor and student, and get comfortable with the tools.
3. Prepare your participants with a test session and clear joining instructions.
4. Before the session, join early, check your equipment and pre-load your content.
5. When starting the session, greet your participants and remind them of key functionality.
6. During the session, speak clearly and slowly, projecting energy and enthusiasm, and monitor your participants.
7. Ending the session, thank participants and stay connected until all have left. Reflect on the session and make notes.
Demonstration
Set up on Online Discussion and Sharing Course Document
Set up on Online Discussion and Sharing Course Document

- **Setting up a Blackboard discussion** is an easy way to allow instructors to discuss course content or assignments with cadets, or for cadets to share work or ask questions.
- **Create a discussion board** in Blackboard Original View.
- **Learn more about discussions** and get recommendations.
- **Creating and Working with Groups** to make large classes more manageable.
Demonstration
Preparing for the Remote Teaching and learning in Emergency Situations
What have the Corona Virus and the Gilet Jaune got in common?
As coronavirus concerns rise in US, colleges look online for continuity

Schools are planning for a short-term disruption in campus-based classes, but ed tech firms say their questions highlight a bigger trend.

“As U.S. colleges consider how the global coronavirus outbreak could affect their campuses, some are asking about how they could shift courses online to limit its impact on instruction.”
How ready is your institution? How blended are you?

Distance Learning

Blended learning

Face to face Learning

MOOCs

Self-paced

Web enhanced

Flipped classroom

100%

0%
Best Practices In Ensuring Content Is Online And Accessible

Making Our Content Available Online
Best practices in ensuring content is online and accessible
Best practices in ensuring content is online and accessible

- Format
- Size
- Structure
What is recommended file format for reading content?

1. .DOC
2. .DOCX
3. Acrobat
4. PDF
What is the recommended maximum file size for sharing documents?

1. 1KB
2. 1MB
3. 10 MB
4. 30 MB
5. There isn’t one
Poll - Structure

What is the maximum number of clicks a student should make before getting access to content?

1. 1 click
2. 2 clicks
3. 3 clicks
4. 4 clicks
5. 5 clicks
Minimal Readiness

- Announcements
- **Share Course Documents and Information i.e. Syllabus**
- Clear Communication method identified
- Discussion Board
- Virtual Meeting – Blackboard Collaborate
- Collect grade cadet’s work electronically i.e., Assignment, Quizzes
Demonstration
Course Design: basic principles

Content presentation
- Consistency
- Relevance
- Signposting
- Media
- Accessibility

Instructional activities
- Scaffolding
- Time required on task
- Clear deadlines
- Consistency

Instructional activities
- Mix of formative and summative
- Regular checkpoints
- Feedback

Assessment
Course facilitation

Teacher presence

Community building

Student support
Resources For You

- Bb Resources:
  - http://blackboard.com/go/scale-teaching-and-learning-online
- Continuity of Education Community Site:
  - http://community.blackboard.com/groups/home/99
- Blackboard Help site for Instructors (Learn)
  - https://help.blackboard.com/Learn/Instructor
- Youtube for Blackboard Instructors:
  - https://www.youtube.com/playlist?list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN
- Collaborate Ultra Help for Moderators:
  - https://help.blackboard.com/Collaborate/Ultra/Moderator
# Have Questions? Remote Office Hours

Blackboard Remote Office Hours w/ Blackboard (Alberta)
https://us.bbcollab.com/guest/ffb45752231a4568880eb6f920f95e49

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*Proposed schedule, check for updates*
Free Training Course

Micro-certificate: “Web and Video Conference Fundamentals with Blackboard Collaborate”

Content

- Module 1: Overview of Blackboard Collaborate
- Module 2: Communication Tools
- Module 3: Sharing Content and Engaging Learners
- Module 4: Sessions Management

Delivery mode

- Online workshop
- 1 introductory webinar (1 hour)
- 4 interactive modules for self-study
- 4 knowledge checks (micro-tests at the end of each module)
- 1 Moderated discussion

https://bbacademy.blackboard.com/
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