Remote Instruction Guide for Faculty

Steps to Transition to Remote Instruction

This concise yet comprehensive guide is a just-in-time resource created for SPS instructors to move their face-to-face course into an online modality overnight. This guide is meant for immediate use and is focused on essential information for the first week of transitioning to teaching remotely. This guide covers the following key areas:

- **Communication Plan**
  - Keeping the lines open using Announcements
- **Virtual Class Sessions with Zoom**
  - Schedule a Zoom Class Session
  - Hosting your first Zoom Class Session
- **Managing Your Course Site**
  - Managing Files
  - Create an Assignment
  - Create a Canvas Discussion
  - Grading Basics using Speedgrader
  - Create an Exam or Quiz
- **Technology Training and Online Support**

Click on the links provided above to go straight to those sections in this document. If you are unclear on any instructions in this guide, need troubleshooting help, or have further questions, please reach out to our Helpdesk: cusps.zendesk.com.

Communication Plan

Keeping the lines open using Announcements

The very first thing you should do is send communication with an update on the latest information that you have to your students. We want all instructors to use the "Announcements" tool in Canvas to ensure that the message is received by all enrolled students. This will also guarantee that there is a record of the communication in a prominent section of your course site if students need to refer back to information quickly.

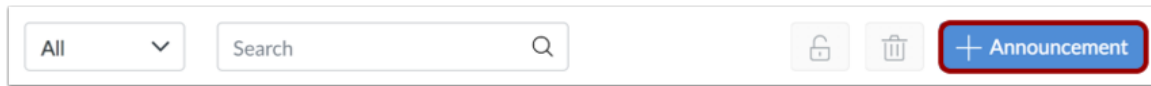Step-by-step instructions for posting an announcement:

1. **Open 'Announcements'**
   In your Canvas Course Navigation at the left of your course, click the Announcements link.
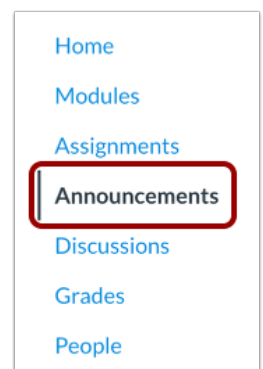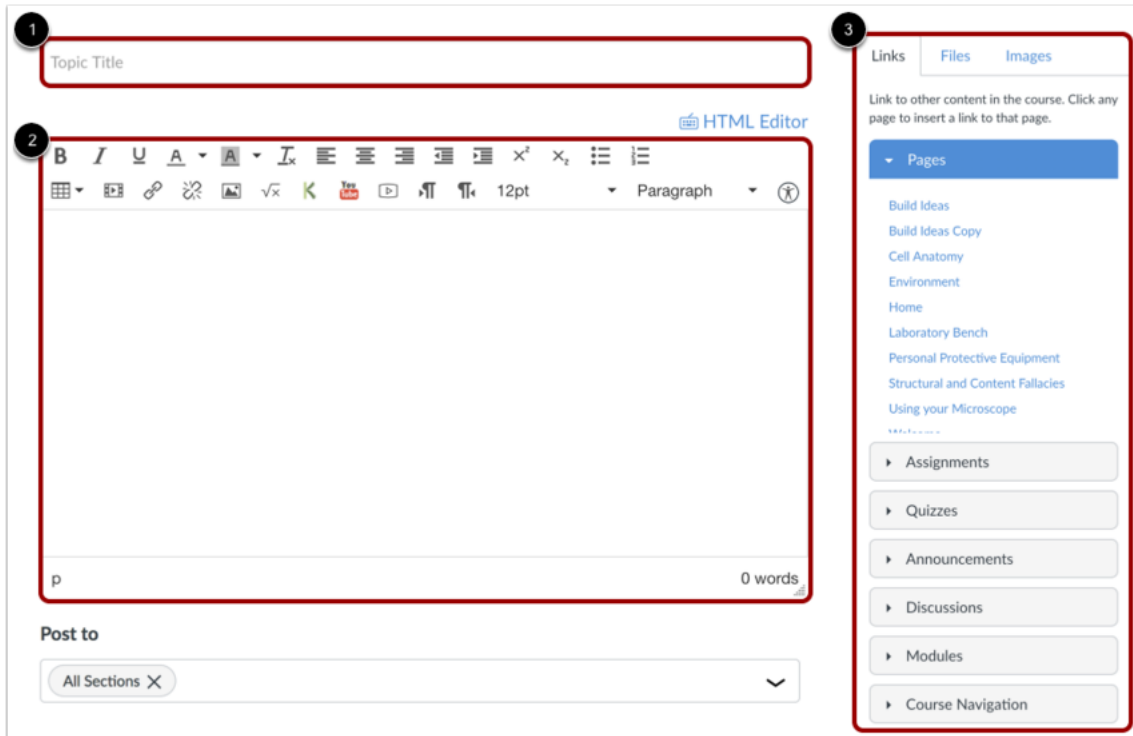
2. Add Announcement

Click the Add Announcement button.

3. Create Announcement

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].

4. Draft your emergency announcement communication

If you are unsure what to write, here is an example announcement to send to your students. Feel free to edit as needed to make it specific to the current situation and your course needs.

Subject: *"PLEASE READ IMMEDIATELY"*

"Dear students,

I'm writing with an important update concerning changes to our course. Based on the University's response to the Coronavirus (COVID-19), we will be transitioning our course to a remote format. This means that we will be holding class sessions virtually and completing course work online (until further notice). I will send regular updates as needed and encourage students to reach out with any questions or concerns.

To prepare for this transition please ensure that you have an adequate workspace at home or elsewhere to participate in course activities in a remote capacity. Ideally, you should have access to high-speed internet, a laptop or desktop computer, a headset with microphone, and a webcam. If you do not have access to these resources please let me know ASAP so that we can make adjustments as needed.

Last, but not least, we understand that this is a stressful situation. The highest priority is your own health and safety. So please be sure to practice self-care, stay informed by University alerts/local media, and follow recommended precautions. The latest information on the current situation at CU can be found here: https://www.columbia.edu/content/coronavirus.

Thank you."

5. Save Announcement

Click the Save button.
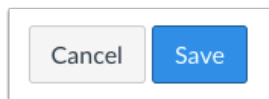
Note: Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in your course, and an email will immediately be sent to all students.

6. View Announcement

View the announcement in the Announcements Index Page.
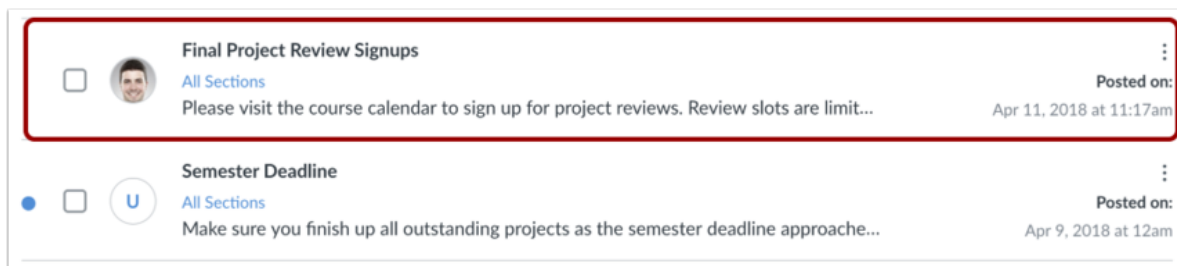
Virtual Class Sessions with Zoom

The Digital Classroom

In the event that campus is closed and you need to host your class virtually, we have provided SPS instructors with Zoom Professional licenses. Zoom is the main video conferencing tool that we use for online class sessions at SPS. This tool will allow you to meet with your students in real-time via webcam/audio, and share instructional content through screen share. You can also make use of interactive features like polling or video breakouts to increase engagement with students.

CUIT has enabled an integration between Canvas and Zoom so that you can schedule meetings from directly within your course site. The instructions below illustrate how to schedule meetings in this Zoom LTI interface. If the Zoom LTI is not active in your course then please contact your Canvas administrator.

Before starting, here are some best practice tips to ensure a smooth online class:

- Please use a headset with a built-in microphone whenever possible. This will reduce the chances of creating an audio feedback loop in the online session and greatly improve audio quality for attendees.
  - If you do not have a headset with a microphone, please use headphones at a minimum.
- Try to access your online class from a wired ethernet connection, if possible.
  - If not, sit as close as you can to your wireless internet router. This will help ensure that you have a strong signal for this bandwidth-intensive software.
- Remember that you will want to have a functioning webcam.
  - Many modern laptops have these built-in.
  - For desktops or computers without built-in webcams, you might consider purchasing one that connects to your computer.
- Use a modern web browser when accessing your Canvas course site
  - Firefox, Chrome, and Safari, when updated, should all be fine (Internet Explorer may cause issues)

Schedule a Zoom Class Session

1. Open Zoom Class Sessions

In your Canvas Course Navigation at the left of your course, click the Zoom Class Sessions link.
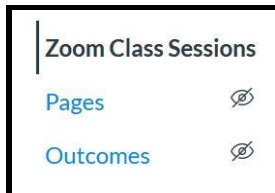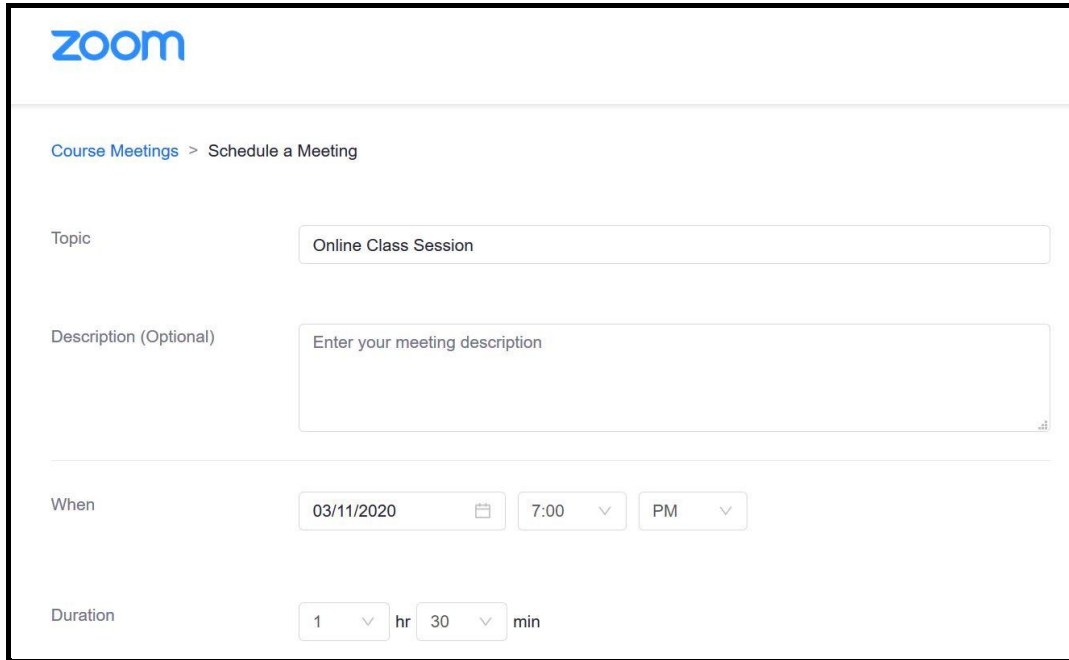
2. Schedule a New Meeting

In the upper right of the Zoom Class Sessions interface, click "Schedule a New Meeting"
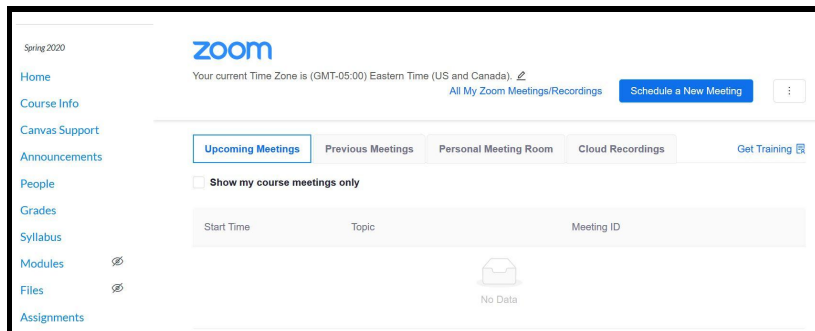
(NOTE: if your Zoom account isn't set up properly you may see an error message or text that reads *"We have sent an email to johndoe1234@columbia.edu. Please check your inbox for more information and next steps."* This means you will need to activate your Zoom Pro account from the activation link in your email before scheduling meetings.)

3. Type in Your Meeting information
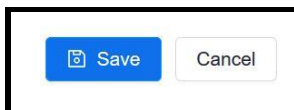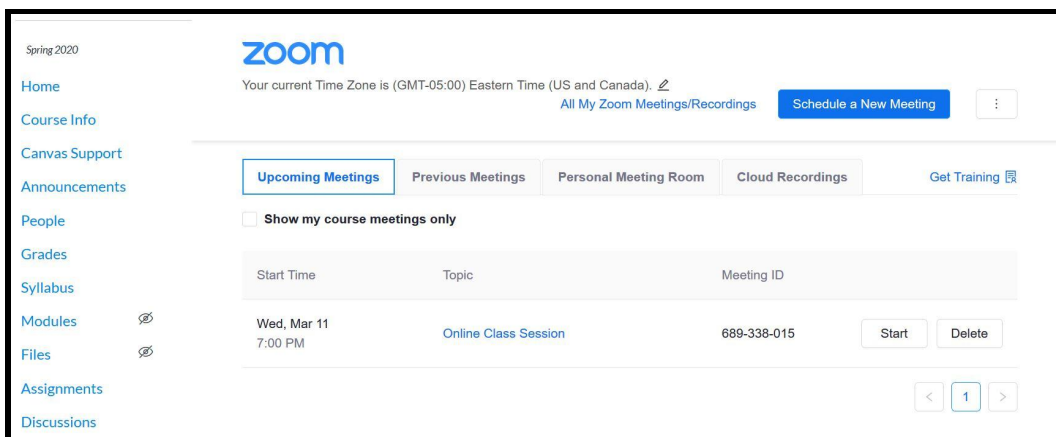
Add a descriptive title in the topic field ("Online Class Session" or "Virtual Meeting"), set the date & time you want for your meeting, and set the duration for your meeting. Once you are finished click "Save."

4. View Scheduled Meeting

After your meeting is saved you can make additional adjustments, or start the meeting right away. If you scheduled the meeting for the future, you can click on "Zoom Class Sessions" again to see the list of your scheduled meetings.

5. Start Meeting

When it is time for your scheduled meeting, simply return to the "Zoom Class Sessions" page and click "Start" to the far right of the meeting you scheduled.

Note: Students will also join the class session by clicking on the "Zoom Class Sessions" link in the left navigation of the Canvas course site for your course. Instead of a "Start" button, they will see a "Join" button, which they can click to join the class session.

Hosting your first Zoom Class Session

Once you have logged into your Zoom meeting you will have access to a variety of meeting controls. As the Host of your Zoom meeting, you will be able to activate your microphone and webcam, manage participants, share content, chat, and record your meeting to the cloud.

For optimal results, we highly recommend that you use a headset.

1. Activate your audio

When you open your Zoom meeting, you will be prompted to select an audio conference option.
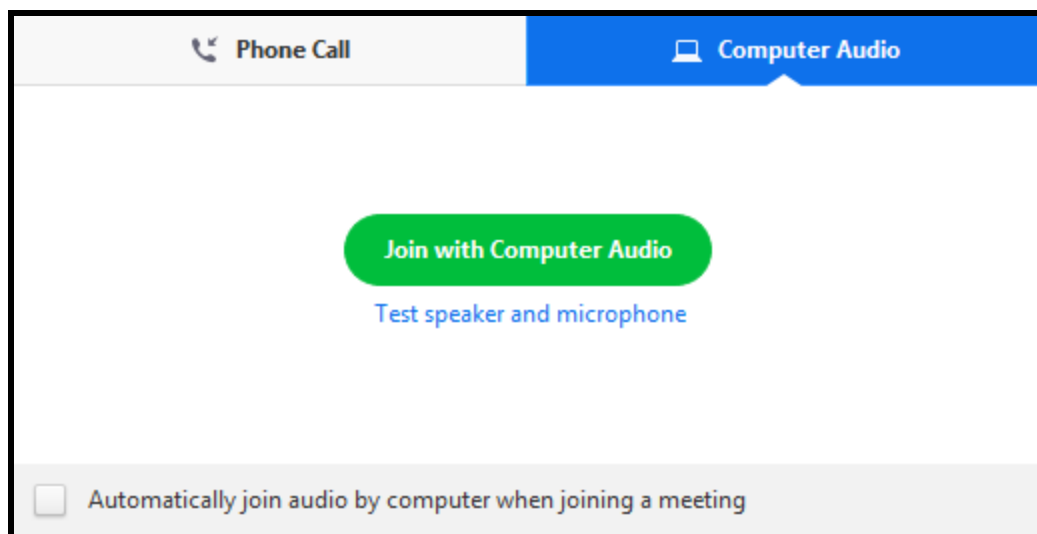
Click the **Join With Computer Audio** button. To test your audio, you can select **Test Speaker and Microphone**.

2. Review your meeting controls

After you have joined your meeting with computer audio, you will see your meeting controls in a black toolbar at the bottom of your screen. Meeting participants will have most of these controls, but as a meeting host you will have the most control and ability to turn settings on and off for participants during the meeting.
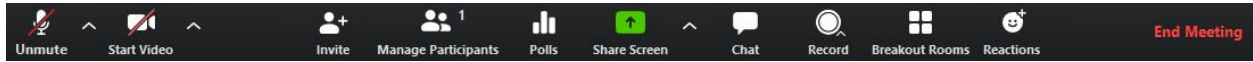

The controls are as follows from left to right:

- **Mute/Unmute**: This allows you to mute or unmute your microphone.
- **Start/Stop Video**: This allows you to start or stop your own video.
- **Invite:** Invite others to join your meeting.
- **Manage Participants:** Opens the Participants window.
- **Polls:** Allows you to create, edit, and launch your polls.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a cloud or local recording.
- **Breakout Rooms:** Start breakout rooms.
- **Reactions:** Allows participants to raise a (digital) hand, or send a thumbs up or clap to communicate without interrupting the meeting.
- **End Meeting:** This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

3. Turn on your webcam

To activate your webcam, click the "**Start Video**" button on the left side of your meeting toolbar. Your participants can also turn on their webcams. Depending on the size of your class, you may be able to see all of your participants at once in a grid in "Gallery View." If you have a large group, you can click on the arrow on the right side of the page to see more participants' webcam thumbnails.
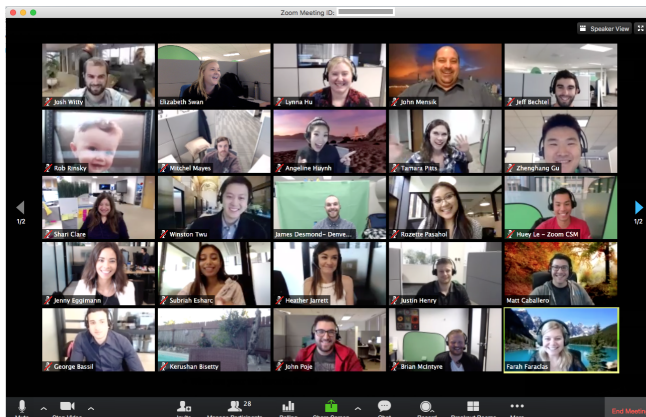
4. Record your Session
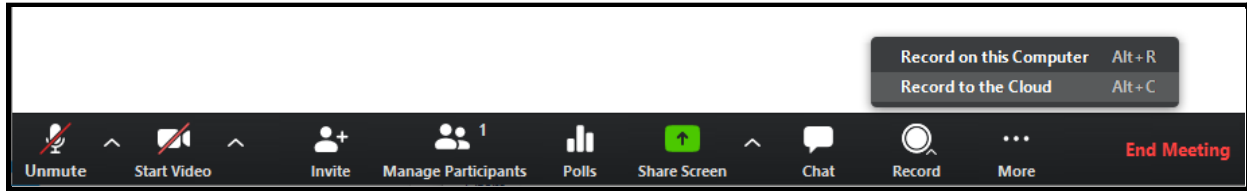
Click on the 'Record' button in your menu bar and select 'Record to Cloud.' This will save a video file that will be accessible to students in the Zoom Class Sessions tab.
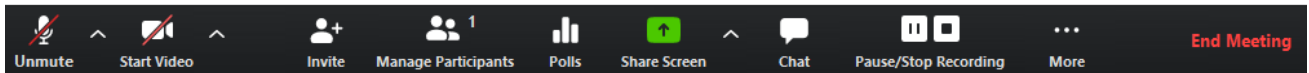

You can pause the recording at any time (perhaps in the case of a quick break) or stop the recording at the end of session by clicking on the 'Pause' or 'Stop Recording' button.

## 5. Click the Manage Participants button to view your participants' list

Manage Participants is the panel where you can see everyone logged in to your meeting in a convenient participant list. To open the panel, click **Manage Participants** in the middle of your toolbar.

In the participants' list, you will see your name as the Host of the meeting, and your participants in a list below your name. You can **mute and unmute** a participant by clicking on the microphone icon next to their name.
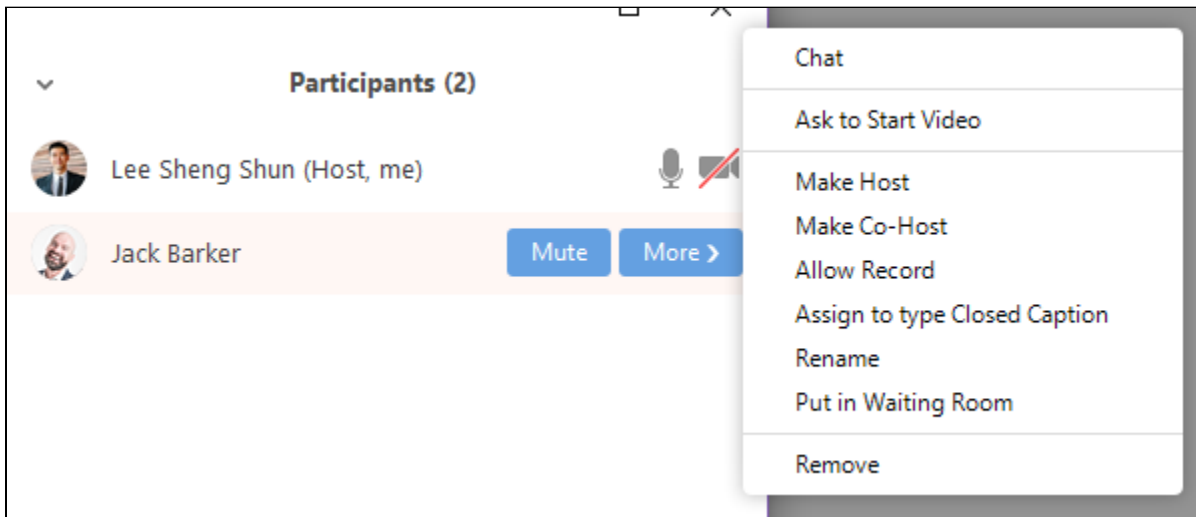
To manage an individual participant in a meeting, hover over their name in the participant list and click "**More >**". You will see options to ask to start video, make host/co-host, and more. You can even choose to remove a user from the meeting if they are being disruptive.
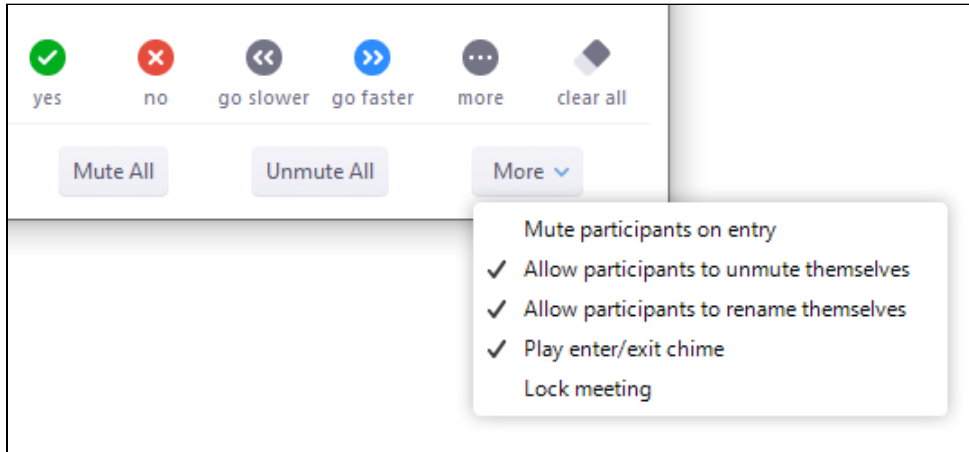
This panel also has features at the bottom which give hosts the ability to **"Mute All"**, **"Unmute All"**, and other important meeting settings under the drop-down for "More".

6. Share your screen to share content

The main way to share content in Zoom is via the **Share Screen** feature.
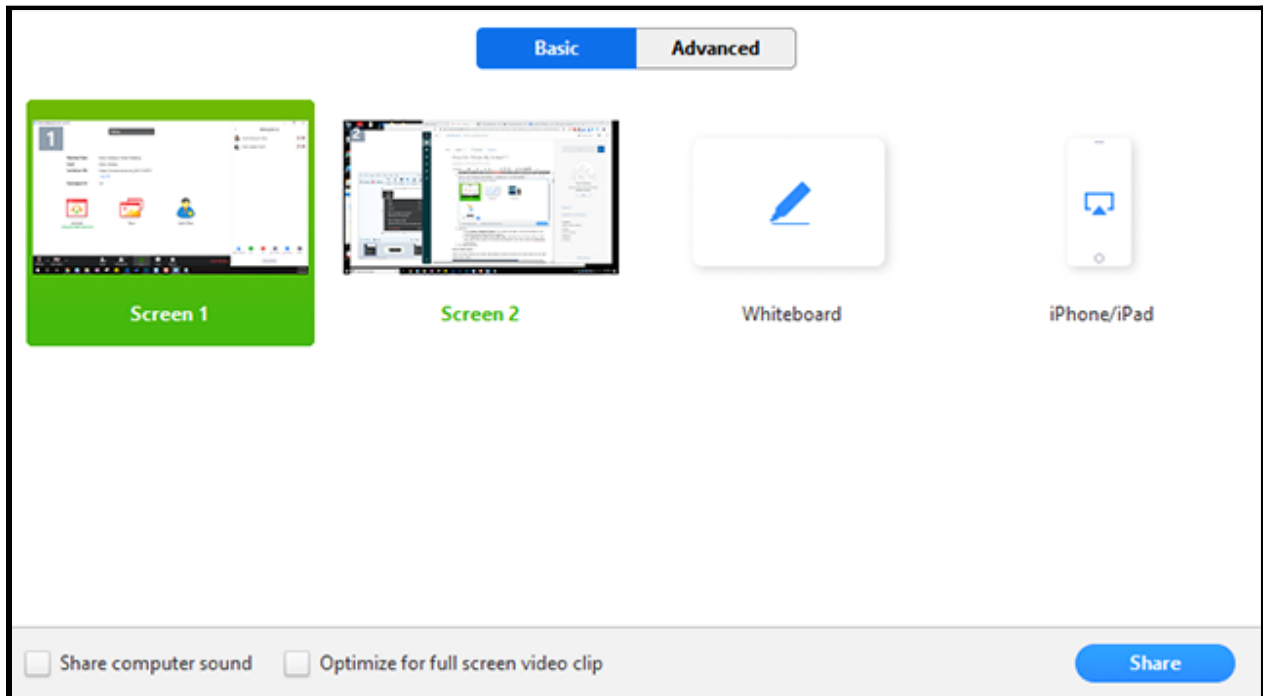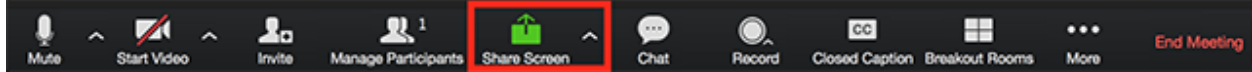
To share your screen, click the green "**Share Screen**" button in the middle of your toolbar. In the window, select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.

If you are sharing sound or a video, click "**Share computer sound"**. Check **"Optimize for full screen video clip"** if you will be sharing a video clip in full screen mode.

When you start sharing your screen, the meeting controls will move to the top into a menu that you can drag around your screen. You can click "More" to access additional toolbar items such as "Chat". Click "Stop Share" to end the screenshare.

7. Manage in-meeting Chat

The in-meeting chat allows you to send chat messages to other users within a meeting, either to the entire group or privately to an individual. To open the chat window, click on "**Chat**" in your toolbar.
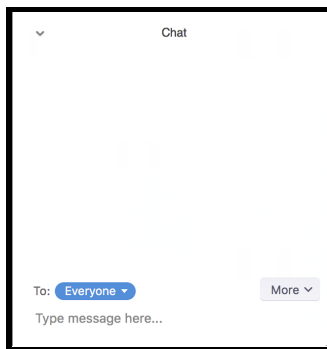
To chat with the entire class, type a message in the chat box and press enter. To chat with an individual, click on the "**Everyone**" button to see a drop-down menu with participants' names. Select the participant's name, type your message, and press enter.

During share screen mode, click on the "**More**" drop down on the right of the meeting controls to open a floating chat window.

8. End your Meeting

Managing Your Course Site

The Hub for your Course Content

Your course site is housed in Canvas, our school's learning management system, also referred to as 'Courseworks.' You log in to your course site at courseworks2.columbia.edu. The sections below will go over some basic functions in Canvas to help you effectively deliver course content remotely.

Managing Files

You can use the Files area of your course site to share files with your students. By default, your course site will have about a 1.5 GB limit for Files.

Below are the steps to upload a file to your course site:

1. Click on Files in the course menu
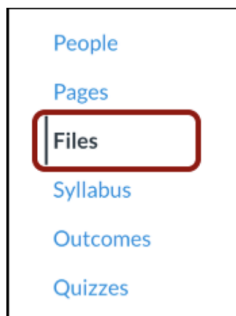
2. Click the Upload button
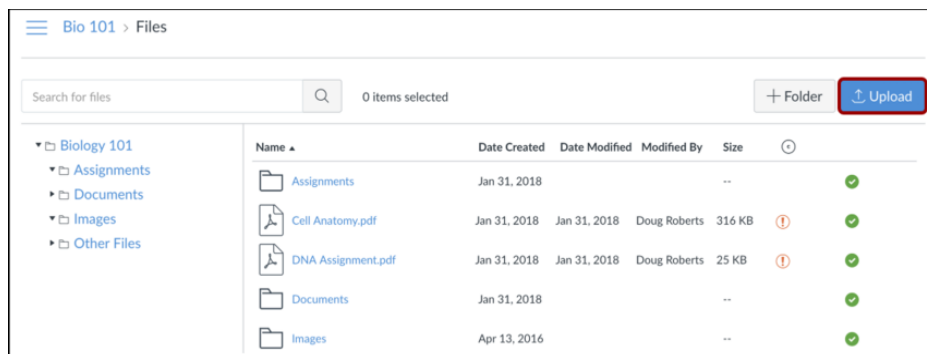
3. Select your file
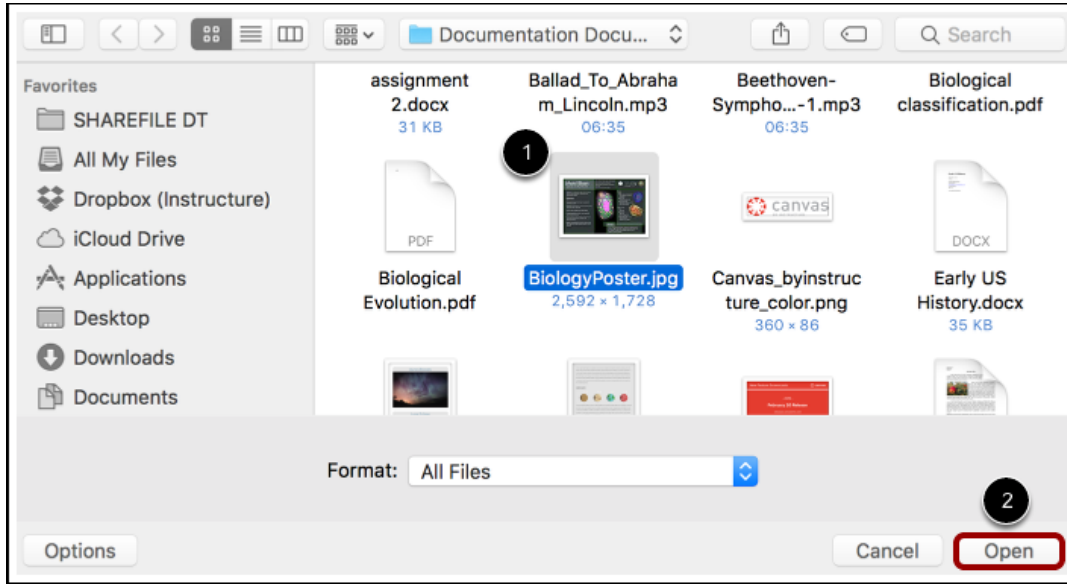
Click the title of the file you want to upload from your computer [1] and click the 'Open' button [2].

*Ensure that the file is published with a green check mark*

Create an Assignment

If you need students to submit their course work online, you can create an online assignment so they can submit it through Canvas, instead of email. Students can submit any type of file, including Word documents, PDFs, Powerpoints, or video/audio recordings.

Below are the steps to create an online submission assignment in Canvas.
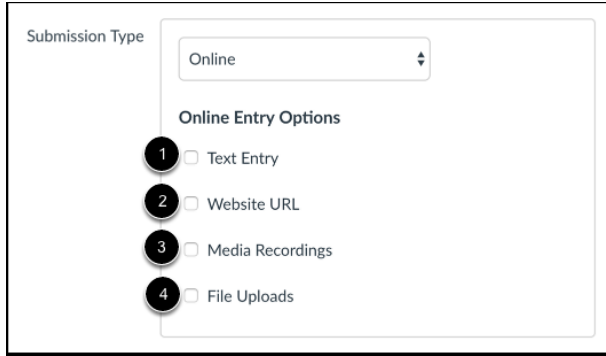
1. Open Assignments in the left course menu
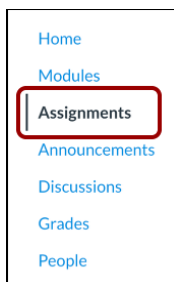
2. Create an Assignment

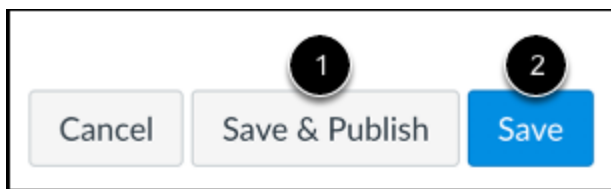### 3. Set Submission type to 'Online'

4. Select Online Submission Options

Select the online submission options you want to allow students to use for this assignment. You can select up to four options:

- **Text Entry** [1]: Students can submit text, typing directly on the assignment page.
- **Website URLs** [2]: Students can submit a link that fulfills the assignment.
- **Media Recordings** [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media on the spot, or upload an existing media file. Video and audio uploads to Canvas can be up to 500 MB.
- **File Uploads** [4]: Students can upload a file (or multiple files) to fulfill the assignment. You can use the Canvas Speedgrader to view the submission right in Canvas. Annotations are also available for supported file types in the Canvas SpeedGrader. File upload submissions can be downloaded as a ZIP file. Canvas supports file uploads up to 5 GB.

5. Save Assignment

To save the assignment and publish it, click the 'Save & Publish' button [1]. To save the assignment as a draft, click the 'Save' button [2]. Students can only access published assignments.

Create a Canvas Discussion

Setting up an online forum with Canvas Discussions is an easy way to allow you to discuss course content or assignments with students outside of the class session, or for students to share work or ask questions. You can even have students post recorded video responses to make the discussions more engaging.

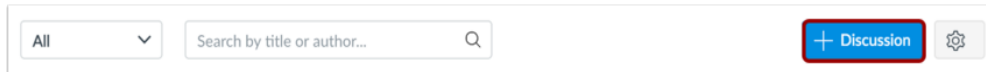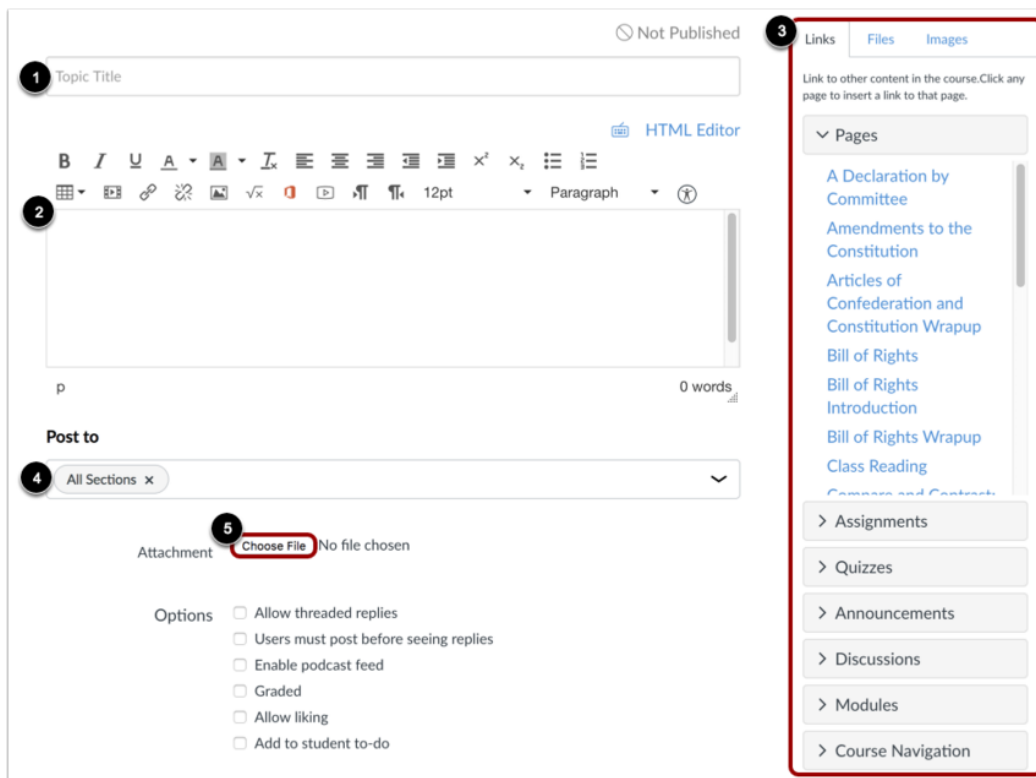Step-by-step instructions for setting up a Canvas discussion:
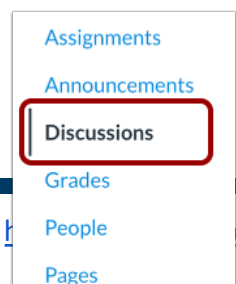
1. **Open Discussions**

   In your Canvas Course Navigation at the left of your course, click the **Discussions** link.

2. **Add a discussion board**

   On the far right, click the **Add Discussion** button.

3. **Create the discussion**

- In the Title field [1], create a title for the discussion.
- Type your instructions and discussion description into the central box (the Rich Content Editor [2]) to create content for the discussion.
- You can also add links, files, and images to the discussion using the content selector [3].
- If you have multiple sections of the course, you can choose to post your content to all sections [4].
- You can also add an attachment to your discussion by clicking the Choose File button [5].

4. Add discussion options

Options
- ☑ Allow threaded replies **①**
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Graded
- ☐ Allow liking
- ☐ Add to student to-do

By default, discussion posts in Canvas are formatted as a focused discussion (meaning they have one response and one layer of comment nesting). Threaded discussions allow multiple responses and ongoing conversations. To create a threaded discussion, click the **Allow threaded replies** checkbox [1]. Discussions are also ungraded by default.

Options
- ☑ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☑ Graded **②**
- ☐ Allow liking

Group Discussion
- ☐ This is a Group Discussion

Points Possible `10` **③**

Display Grade as `Points ▲▼`

Assignment Group `Assignments ▲▼`

Peer Reviews
- ☐ Require Peer Reviews

Assign

Assign to
Everyone ✕

Due
`_____ 🗓` **④**

Available from   **Until**
`_____ 🗓`   `_____ 🗓`
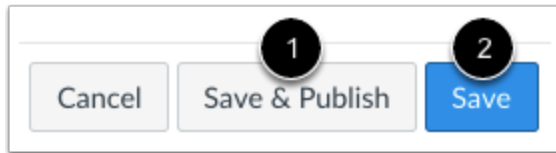
＋ Add

To create a graded discussion, click the **Graded** checkbox [2]. All graded discussions require a points value to be entered. Enter the number of total points possible in the **Points Possible** box [3]. Assign a due date in the **Due** box [4].

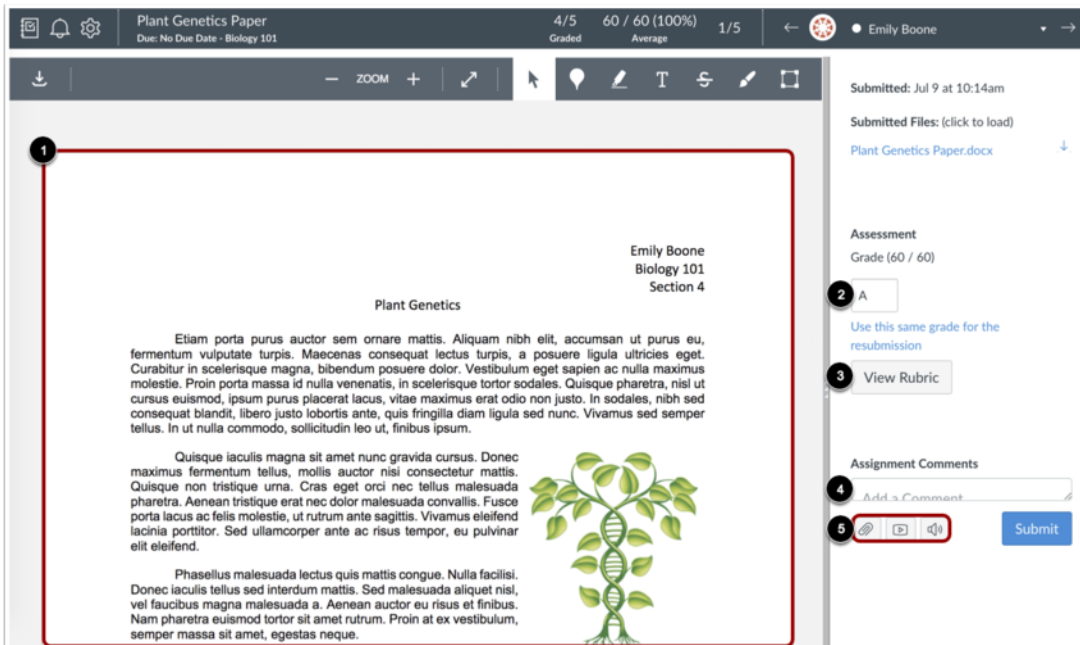**5.** **Save and publish your discussion**

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2]. Discussions will not be visible to students until they are published.

Grading Basics using Speedgrader

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- View submission details for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading
- View submissions in moderated assignments

For each student, SpeedGrader has five areas:

1. View student submissions (text entries, website URLs, media recordings, and/or file uploads); preview supported file types in Canvas DocViewer; review other file format submissions using the document previewer or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View comments created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

Create an Exam or Quiz

1.   Open Quizzes
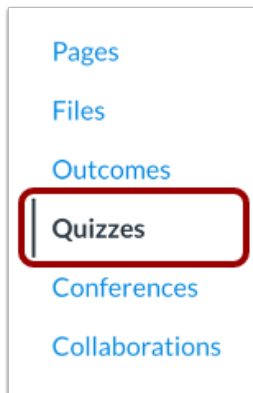
In Course Navigation, click the **Quizzes** link.
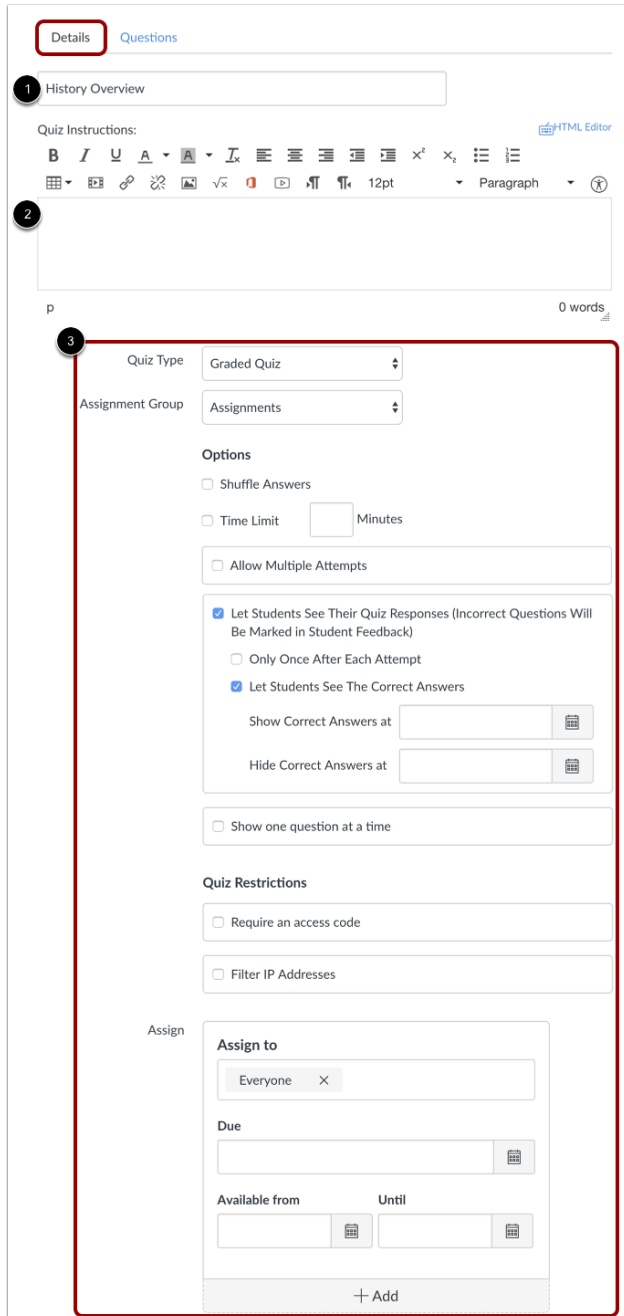
2.   Add Quiz
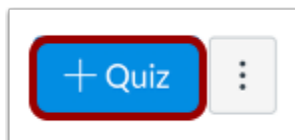
Click the **Add Quiz** button.
- If your course has New Quizzes enabled, you must select a quiz engine.
- To create a classic quiz, click the **Classic Quizzes** option [1].
- To select New Quizzes, click the **New Quizzes** option [2].
- Then click the **Submit** button [3].

3.   Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.
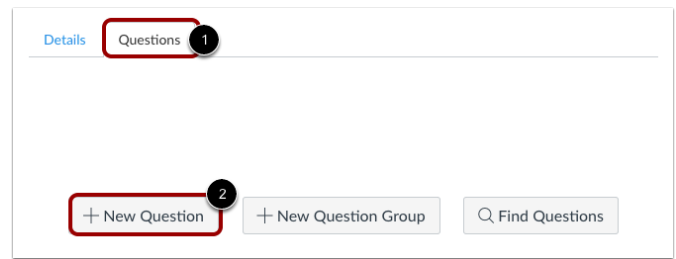
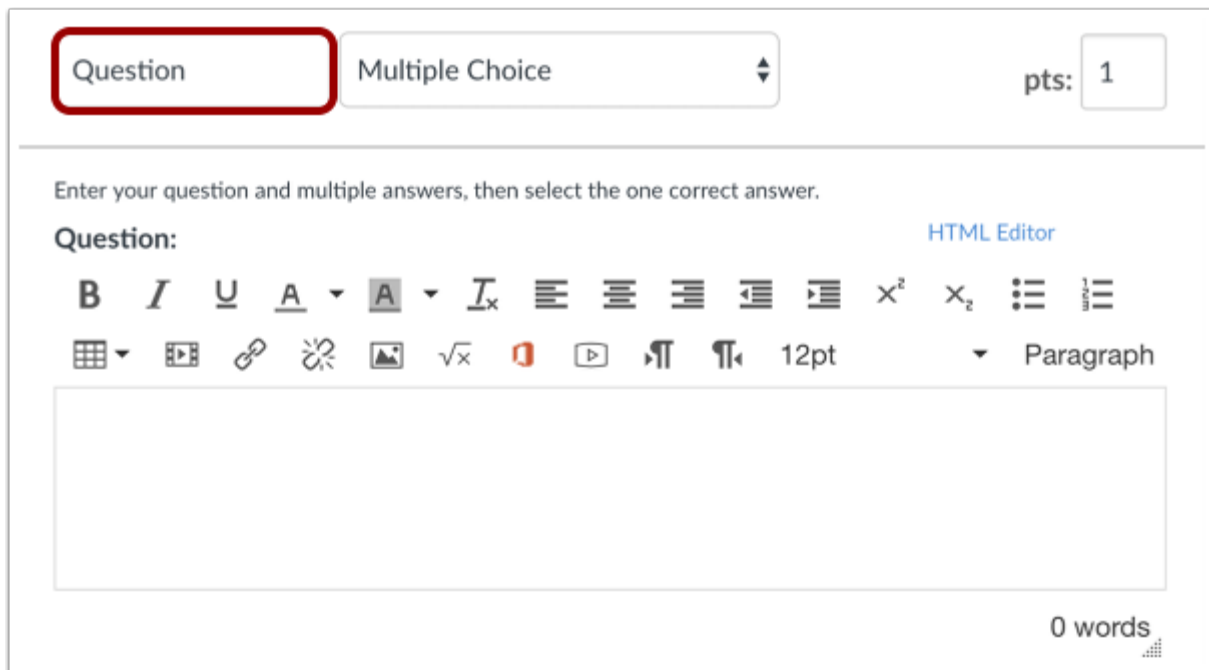Complete the rest of the quiz details [3].

4.   Add Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].
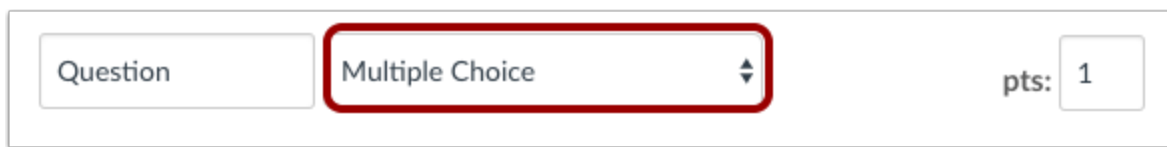

5.   Name Quiz Question

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
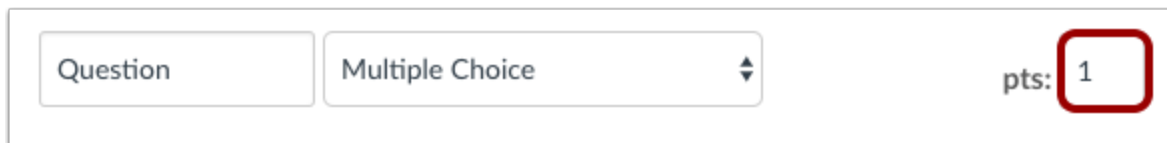
6.   Select Question Type

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)

- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

7. Set Point Value

To set the point value for the question, enter the points in the **pts** field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
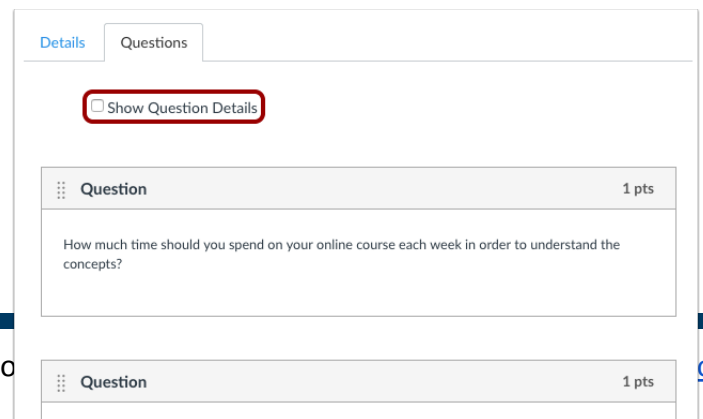
8. Update Question

To save your question, click the **Update Question** button.

9. View Questions

View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.
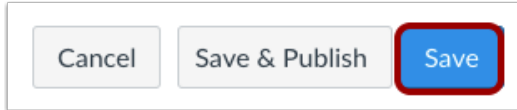
Note: Question details are not available in quizzes with more than 25 questions.
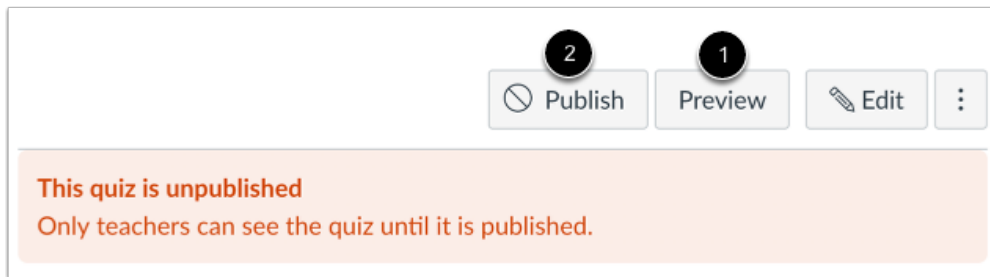
10.   Save Quiz

Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

11.   Preview and Publish Quiz

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Technology Training and Online Support

We're here to help

The Online Support unit at SPS specializes in training and technical support on education technologies used for online instruction. We are available as a resource during this period of transition and ready to answer any questions or concerns you might have. A great place to start is by signing up for one of our educational technology trainings. Another great resource are the existing technology guides posted on our help center. For urgent requests and troubleshooting, please reach out to our CUSPS helpdesk below.

Educational Technology Training

Instructors can register for ed tech trainings here: https://calendly.com/cusps-online

- [Zoom Training](#) - video conferencing for online class sessions
- [Zoom Practice for Remote Instruction](#)- take Zoom for a spin with an OCI professional after you complete training
- [Panopto Training](#) - media recording and lecture-capture tool for instructors and students
- Online Pedagogy Consultations - one-on-one appointments with a senior support staff to discuss effective online teaching practices
- [Instructional Design Office Hours](#) - obtain individualized guidance on how to design activities and assessments for delivery online

Educational Technology Guides

These documents are part of a series of helpful guides created by the Online Curriculum and Instruction unit to identify specific educational technologies and best practice in online pedagogy. We are making these resources publicly available to help our online students and faculty better understand the tools used in their online courses.

[SPS Educational Technology Guides](#)

CUSPS Helpdesk

For technical support and general troubleshooting please reach out to our helpdesk at cusps.zendesk.com