Online Teaching Guidelines and Resources for 2020W
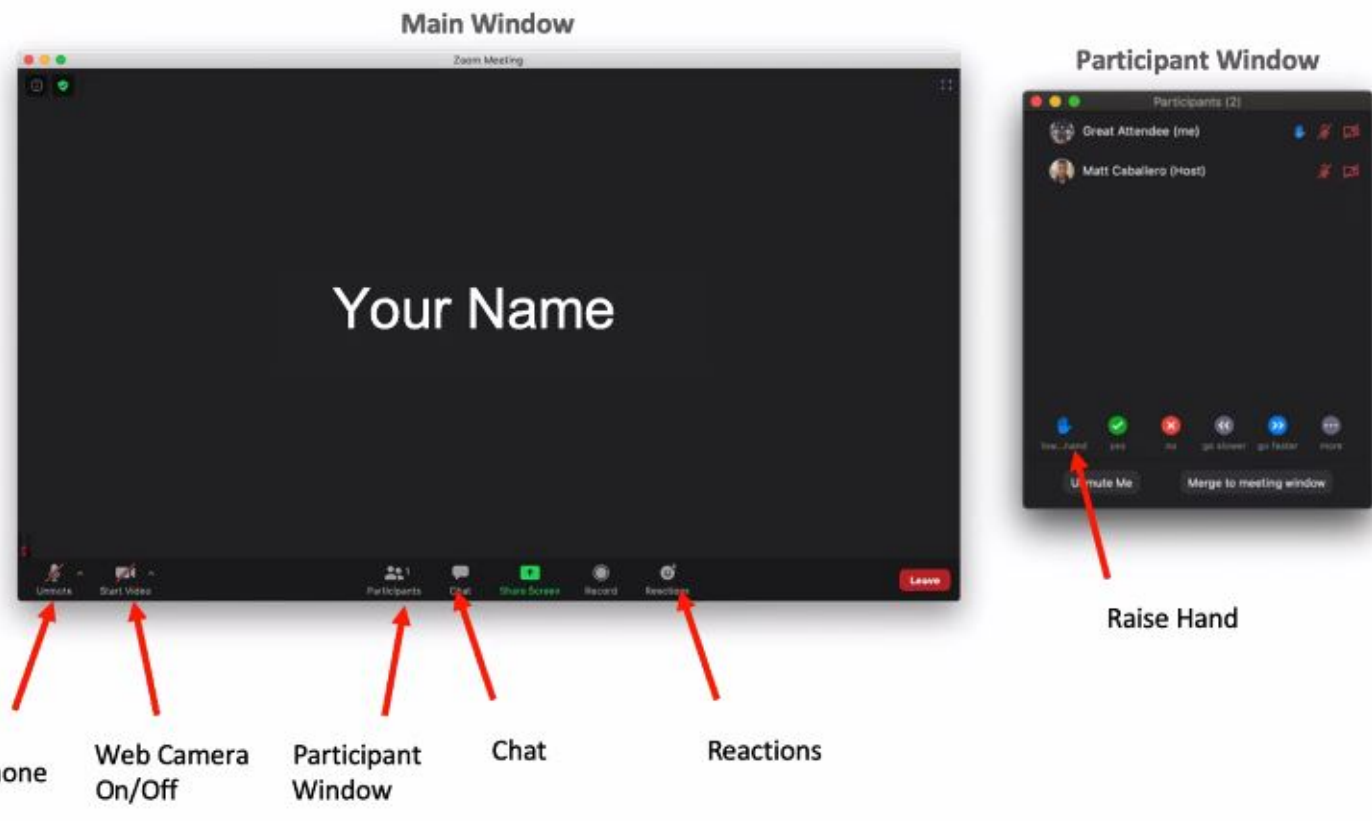
School of Engineering

(August 10, 2020)

Housekeeping

- Please mute your microphone

- If you have a question, write it in the chat. Or raise your hand for questions

- If you have issues with streaming quality, please try turning off your web camera

- Session will be recorded

Main Window

Your Name

Microphone On/Off

Web Camera On/Off

Participant Window

Chat

Reactions

Participant Window

Raise Hand

Guidelines and Resources

- APSC Online Teaching and Learning Working Group
- UBCO Online Learning Implementation Working Group
- CEEA E-CORE

Guidelines from APSC OTLWG

- APSC Syllabus Template
  - setting clear policies (or expectations) around response times is advised.... indicating to students that you will attempt to respond in a certain time frame (e.g. 24 hours), or that you will post answers to commonly asked questions rather than give individual replies, or other strategies to manage class communications.
  - For 2020W1 give clear information on how this course will be run. How many meeting times will be used for synchronous lectures (live and at the scheduled time), how many meeting times will be converted to asynchronous activities (such as videos, readings, or other learning activities), and any other information that students will need to plan their time and daily schedule

Guidelines from APSC OTLWG

- APSC Syllabus Template
  - Minimize the impact of assessment based on class participation, such as regular class attendance, if students can access content in other ways such as recorded sessions.
  - Specify whether proctored assessment invigilation requiring a webcam will be (or may be) used in the course.
  - Specify technology requirements for online learning and assessment, such as a webcam, microphone, ability to scan or photograph documents.
  - Use of Integrity Statements

Guidelines from APSC OTLWG

- APSC Canvas Template
  - Welcome to Online Learning (Canvas Module)

    https://lor.instructure.com/resources/e5e90910b9144b10849efa34b7ba94ee?shared

Guidelines and Resources

- UBCO Online Learning Implementation Working Group
  - The Guiding Principles for Fall 2020 Course Adaptations site is now live on the Provost website under Learning Services:

    https://provost.ok.ubc.ca/initiatives/learning-services/guiding-principles-for-fall-2020-course-adaptations/
  - Integrating Effective Academic Integrity Practices into your Online Course (July 31, 2020 by Laura Patterson):

CEEA E-CORE

- Supported by the Engineering Deans of Canada and hosted on the CEEA-ACEG website: https://ceea.ca/ecore/

- Free access

- 4 Quick Guides
  - Remote Assessment Quick Sheet
  - Remote Proctoring Quick Sheet
  - Student Scanning Quick Sheet
  - Open Educational Resources (OER) & Creative Commons Licensing Quick Sheet

Resources

- APSC Center for Instructional Support (Jim Sibley, jim.sibley@ubc.ca)
  - http://cis.apsc.ubc.ca/preparing-for-fall-2020/
  - **Helpful Ideas 2020 (4 one-page summery)**
    - **Assessment**
    - **Syllabus**
    - **Basic course delivery**
    - **Course structure**
    - **Getting interactive in big class**

Using Zoom for Teaching

- UBC IT provides useful guidelines on how to use Zoom: https://it.ubc.ca/services/teaching-learning-tools/zoom-video-conferencing

- Getting started: password, waiting room etc.

- Zoom has "Breakout room" and "Poll" functionality. "Mentimeter" was recommended by APSC as an alternative for polling.

- Privacy
  - Under the Freedom of Information and Protection of Privacy Act (FIPPA), it is acceptable to use Zoom provided that you use the following guidance.
  - Instructors may use Zoom to deliver real-time lectures.
  - Instructors may use Zoom for exam invigilation purposes

Using Zoom for Recording Lectures

- Instructors may use Zoom to deliver real-time lectures.
  - Instructors should inform students that they can maintain their privacy by logging in using only their first name or a nickname, turning off their camera, and muting their microphone.
  - Instructors may record lectures using Zoom but must keep these recordings secure and confidential.

Using Zoom for Invigilation

- Instructors may use Zoom for exam invigilation purposes
  - Instructors should inform students that they can maintain their privacy by logging in using only their first name or a nickname, but if they do so they should register this name with their instructor in advance.
  - Instructors should also tell students that they will be required to keep their camera on, but the session will not be recorded by the instructor.
  - Students should be invited to a breakout room where they will be asked to hold up their Student ID cards, covering the first four digits of their student number, so that the instructor can check off the name on the class list. Alternatively, the instructor can set up extra "empty" breakout rooms and move students one at a time to that room for ID check before moving them back into their breakout room.
  - Instructors may not record invigilated sessions.

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Proctorio for Invigilation

- Proctorio – continued support
  - Provost letter to community: https://academic.ubc.ca/academic-community/news-announcements/news/letter-community-regarding-proctorio
  - Remains at instructor's discretion

- How To: Show Your Workspace During Proctorio Exams https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=62414

Recommended

- International E-Symposium: Remote Teaching for Student Wellness https://wellbeing.ubc.ca/esymposium-remote-teaching

- Assessment (Highly Recommend)

  https://blogs.ubc.ca/assessmentguidebook/tools-and-strategies/

Resource

- **UBC Okanagan Canvas Template**
  - Quick Peek: https://canvas.ubc.ca/courses/62813
  - How to Install:
    https://ctl.ok.ubc.ca/teaching-remotely/ubc-okanagan-canvas-template/
  - Video, K:\ADM\APSC\Shared\Canvas New Template Video Tutorial
- **School of Engineering Links**
  - School of Engineering Academic Advising: https://soeadvising.ok.ubc.ca/
  - Looking for a School of Engineering form:
    https://engineering.ok.ubc.ca/about/forms/
  - School of Engineering News:
    https://engineering.ok.ubc.ca/about/news-events/
  - Explore Research: https://engineering.ok.ubc.ca/research/

Resource

- **Canvas Quiz Training**
  - [Canvas Quiz Training Session #1 Video (led by Loïc Markley*)*](#)
  - [Canvas Quiz Training Session #2 Video (led by Ernest Goh)](#)
  - [Importing questions into Canvas Video (supplemental training)](#)
  - [Set-up formula questions how-to document](#)
  - [Best practices for online quiz document](#)

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Appropriate Environment for Teaching

- Stable and Fast Internet

- A Working Camera (1080P preferred)

- A good quality microphone

- An external monitor

- Quiet room (no interruptions by children, ringing phones, or outside noise)

- Use a doc-cam or tablet if necessary

Questions