Pivot to Online

Online Seminar to Help Faculty Prepare for
Fall 2020 Semester Contingencies

Short (5-12 minute) Training Videos on:
1. How to Get Started (4 videos, 29 minutes)
2a. Using WebEx (3 videos, 21 minutes)
2b. Using Zoom (3 videos, 26 minutes)
3a. Using Blackboard (5 videos, 43 minutes)
3b. Using Canvas (5 videos, 33 minutes)
4. Creating Instructional Media (9 videos, 61 minutes)
5. Microsoft Teams (link to Microsoft Training)
6. For Absolute Beginners (5 videos, 39 minutes)
7. Miscellaneous Issues (5 videos, 31 minutes)

Professor Moylan's
Online Teaching Essentials™

"Pivot to Online" Online Training

This FREE online modular seminar was designed for college faculty who are unsure how to prepare for an uncertain Fall 2020 semester.

Many professors right now are trying to figure out what to do with a course they developed and TAUGHT in person, but now <u>have to</u> pivot to online, quickly, for a short period of time.

THAT'S WHAT THIS IS!
It details the best ways to make that short-term pivot as easily and painlessly as possible.
- It is delivered in short 5-12 minute "chunks" for easy consumption.
- It covers the overview of the technology—it gets you started.
- It gives you <u>a number of</u> easy options to consider incorporating in your course—like easy-to-create podcasts that your students WILL listen to!
- It is delivered in an easy to understand format—in less than five hours.

<u>Please share this pdf file with any colleague you believe would benefit from access to this program.</u>

If this is a "Customized for (your school here)" version, it means that Sections 2 and 3 were custom to only include that school's Videoconference and LMS tools. All versions are available on the "generic" pdf, which can be found at:

http://www.pivottoonline.com

<u>DO YOU WANT "LIVE" TRAINING VIA VIDEOCONFERENCE?</u>

Nick Barnes (Nichols College) and I have a few training days still available between now and August 21. Please email if you would like more information, and to check availability.

<u>emailto:</u> livetraining@pivottoonline.com

Nicholas J. Barnes, Esq. has been working at the intersection of teaching and technology for almost 15 years. He taught one of the first online courses ever for the University of New Hampshire, and since then has designed and taught courses at the graduate and undergraduate level in every modality. He loves being in the classroom, fostering an engaging learning environment, and helping his students achieve their goals.

Barnes has led faculty training at Nichols College for many years, even serving as the interim Academic Technologist. He has professional experience as a technology consultant, project manager, intellectual property counsel, and general counsel. Barnes has a J.D. from UNH School of Law specializing in Business and E-Commerce law, and a B.S. in Management Information Systems from WPI.

"Pivot to Online" Online Training

Section 1: Getting Started

1a. How to Prepare to Pivot"   (11:11)
1b. Fall 2020 Online class Trilogy   (5:17)
1c. Converting from physical classroom to virtual classroom (5:43)
1d. Before Day 1: Your online syllabus (6:52)

Section 2a: Your Videoconferencing platform: WebEx

2aa: Scheduling class meetings and office hours   (8:13)
2ab. Meeting Overview (8:51)
2ac. Recording meetings (3:39)

Section 2b: Your Videoconferencing platform: Zoom

2ba: Scheduling class meetings and office hours (9:53)
2bb. Meeting Overview (8:00)
2cc. Recording meetings (7:45)

Section 3a Blackboard--Your Learning Management System (LMS)

3aa: Blackboard Overview (6:57)
3ab. Posting content to your course (5:35)
3ac. Content, Blogs, Groups, and Email (9:10)
3ad. Gradebook (10:18)
3ae. Assignments and Quizzes (11:05)

Section 3b Canvas--Your Learning Management System (LMS)

3ba: Canvas Overview (6:48)
3bb. Posting content to your course (6:19)
3bc. Emails and announcements (3:30)
3bd. Gradebook (10:15)
3be. Assignments and Quizzes (6:12)

Section 4: Creating Instructional Videos and Audios

4a: Overview of Instructional Media Creation (10:24)
4b: Creating Instructional Videos with PowerPoint (10:09)
4c: Creating Instructional Videos with Adobe Presenter (6:42)
4d: Creating Instructional Videos with Panapto (10:05)
4e: Creating Instructional Videos with Studio (Canvas users only) (2:24)
4f: Creating Instructional Videos with WebEx (2:53)
4g: Creating Instructional Videos with Zoom (2:45)
4h: Easy to Create Audios (4:25)
4i: Create a Podcast for Your Class (10:42)

"Pivot to Online" Online Training

Section 5: Microsoft Teams
LINK TO MICROSOFT

Section 6: For Absolute Beginners (F.A.B.)
6a: FAB Intro to Learning Management Systems (9:40)
6b: FAB Intro to Videoconferencing (WebEx and Zoom) (10:07)
6c: FAB Intro to PowerPoint (8:52)
6d: FAB Learn From a 6th Grader! (1:23)
6e. FAB Intro to Creating Instructional Videos with PowerPoint (8:57)

Section 7: Miscellaneous
7a: Online Instruction Best Practices (7:10)
7b: Actively Engaging Your Students (6:13)
7c: Asychronous AND Synchronous Instruction (5:20)
7d: Giving exams remotely (2:46)
7e: Autograding with MS Excel (9:57)

Section 8: Feedback and More
Link to online evaluation.

MEET YOUR SEMINAR LEADER: Bill Moylan
I have taught full time at the University level for 14 of the last 17 years—the past two as Visiting Assistant Professor of Business at Eastern Connecticut State University, and prior to that, for 12 years at Shidler College of Business at the University of Hawaii, Manoa.

https://youtu.be/9p8itZvCNC8

2:15

Section 1: Getting Started

HOW TO PREPARE TO PIVOT YOUR CLASS FOR REMOTE INSTRUCTION

This introductory Micro Lecture video walks through the nomenclature and explains why you are probably preparing to teach a REMOTE class and not an ONLINE class.

https://youtu.be/PaokoN0G_1A

11:11

FALL 2020 ONLINE CLASS TRILOGY

This Micro Lecture video introduces the three most important tools to pivot a traditional classroom for emergency online delivery: your videoconferencing tool (WebEx or Zoom), your Learning Management System (LMS—Blackboard, Canvas, or Moodle), and Instructional Media (videos and audios).

https://youtu.be/WdRwqCjR8EY

5:17

CONVERTING FROM PHYSICAL TO VIRTUAL CLASSROOM

This Micro Lecture video emphasizes the importance of taking your traditional syllabus as a starting point in meticulously organizing your course for online delivery.

https://youtu.be/UiLGlK1a30c

5:43

BEFORE DAY 1: YOUR ONLINE SYLLABUS

This Micro Lecture video explains the importance of creating a "Welcome Video" for delivery to students ***before*** Day 1 of the semester.

https://youtu.be/r0nkXRw5Pks

6:52

Section 2a: WebEx

SCHEDULING CLASS MEETINGS AND OFFICE HOURS

This video shows you how to quickly set up your online class meetings and office hours.

https://youtu.be/ttUTCje3auk

8:13

MEETING OVERVIEW

This Micro Lecture video walks through the functionality of WebEx as your videoconferencing tool for virtual class meetings.

https://youtu.be/SpB7sao0ooU

8:51

RECORDING MEETINGS

This Micro Lecture video focuses specifically on the ability to record your WebEx meeting as a video to be shared later.

https://youtu.be/6mdZafY8dNc

3:39

Section 2b: Zoom

SCHEDULING CLASS MEETINGS AND OFFICE HOURS

This video shows you how to quickly set up your online class meetings and office hours.

https://youtu.be/HsLZdednl1g   **9:53**

MEETING OVERVIEW

This Micro Lecture video walks through the functionality of Zoom as your videoconferencing tool for virtual class meetings.

https://youtu.be/GGxm-fMqiWA   **8:00**

RECORDING MEETINGS

This Micro Lecture video focuses specifically on the ability to record your Zoom meeting as a video to be shared later.

https://youtu.be/kw2_1yVgKPw   **7:45**

Section 3a: Blackboard

BLACKBOARD OVERVIEW

This Micro Lecture video is a basic introduction to the capabilities of Blackboard (LMS).

https://youtu.be/8GoHA712hMw

6:57

POSTING CONTENT TO YOUR COURSE IN BLACKBOARD

This Micro Lecture video will help you get started posting content for your students.

https://youtu.be/3aoxwrwfbXk

5:35

CONTENT, BLOGS, GROUPS, AND EMAIL

This Micro Lecture video will fill you in on even more of the capabilities of this great resource in Blackboard.

https://youtu.be/ir1_vFxkTKs

9:10

GRADEBOOK

This Micro Lecture video walks you through the steps to set up your course gradebook, so that students will have continuous awareness of where they stand. You can manually enter grades for course components, set it up for automatic grading in Blackboard, or a combination of the two.

https://youtu.be/LNC6-jDBoMc

10:18

ASSIGNMENTS AND QUIZZES

This Micro Lecture shows you how to set up assignments and quizzes in Blackboard, how to time student access to them, and how to link them to your gradebook for easy grade input.

https://youtu.be/jWae0NM0Wms

11:05

Section 3b: Canvas

CANVAS OVERVIEW

This Micro Lecture video is a basic introduction to the capabilities of Canvas (LMS).

https://youtu.be/hVzRbXh_58M

6:48

POSTING CONTENT TO YOUR COURSE IN CANVAS

This Micro Lecture video will help you get started posting content for your students.

https://youtu.be/4A2Ypp6bA4o

6:19

STUDENT COMMUNICATIONS: ANNOUNCEMENTS AND EMAIL

This Micro Lecture video will fill you in on using Canvas to communicate with your students.

https://youtu.be/vgSPMTAoUIo

3:30

GRADEBOOK

This Micro Lecture video walks you through the steps to set up your course gradebook, so that students will have continuous awareness of where they stand. You can manually enter grades for course components, set it up for automatic grading in Canvas, or a combination of the two.

https://youtu.be/Ii-4bTFMfbQ

10:15

ASSIGNMENTS AND QUIZZES

This Micro Lecture shows you how to set up assignments and quizzes in Canvas, how to import them from prior courses or commons, and how to link them to your gradebook for easy grade input.

https://youtu.be/VwNkFYHjufY

6:12

Section 3c: Moodle

Sorry. I am unable to support Moodle at this time.

Section 4: Instructional Media (Video/Audio)

OVERVIEW ON CREATING INSTRUCTIONAL MEDIA

There are LOTS of options. Use this Micro Lecture video to help you decide which are best for you!

https://youtu.be/8dpqTcz9fDA   **10:24**

CREATING INSTRUCTIONAL VIDEOS WITH POWERPOINT®

This is very easy to do! This Micro Lecture video will walk you through the basics.

https://youtu.be/xjHQUUTe8g0   **10:09**

CREATING INSTRUCTIONAL VIDEOS WITH Adobe Presenter®

Adobe Presenter is probably the best video creation tool for educators, but it is also the most expensive. You can try it for free for one month, and then you can license it from Adobe for $14.95/month. You probably create all the videos you need for Fall in a couple of months (or even one!). But if you're like me, once you use it, you won't want to give it up! This Micro Lecture video will show you how to get started.

https://youtu.be/E2RkooK-x-o   **6:42**

CREATING INSTRUCTIONAL VIDEOS WITH Panapto®

Panapto is a great tool that lets you create videos easily. This Micro Lecture video will walk you through the basics.

https://youtu.be/Wf8xGEdj-PQ   **10:05**

CREATING INSTRUCTIONAL VIDEOS WITH Studio

If your LMS is Canvas, this tool lets you create videos easily. This Micro Lecture video will walk you through the basics.

https://youtu.be/IXDHVszFx0w   **2:24**

Section 4: Instructional Media (Video/Audio)

CREATING INSTRUCTIONAL VIDEOS WITH WebEx

This is not the best way to create videos, but it is very easy, and you already have this. The production quality is not as good as other options, but it is certainly a lot better than having nothing! (This Micro Lecture video was created with WebEx.)

https://youtu.be/ZI8YyQZqYRg   **2:53**

CREATING INSTRUCTIONAL VIDEOS WITH Zoom

Works pretty much the same a WebEx. Not the best way to create videos, but very easy, and you already have it. Same production quality issues, but again, for yor purposes, not tht big of an issue! (This Micro Lecture video was created with Zoom.)

https://youtu.be/JvzVI3Oec08   **2:45**

EASY TO CREATE AUDIOS

In my opinion, this is a REALLY EASY method to create your own podcast for your students. There is a GREAT free program available to you: Audacity. You can be creating your own instructional audios in less than 10 minutes, at no cost!

https://youtu.be/8SWn3XTlHww   **4:25**

CREATE A PODCAST FOR YOUR CLASS

A podcast is a fantastic way to communicate with your students, in a medium that they are extremely comfortable using. Plus, it shows them you are going the extra mile to make their educational experience as complete as possible. It is EASY TO DO, and this Micro Lecture will show you how.

https://youtu.be/70hi2o9zTZU   **10:42**

Section 5: Microsoft Teams

Microsoft Provides GREAT Video Training for MS Teams

Great, short, easy to absorb quickly. IF you use MS Teams, or think you might want to use MS Teams.
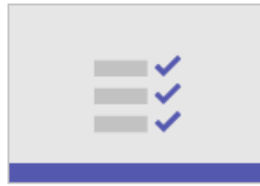
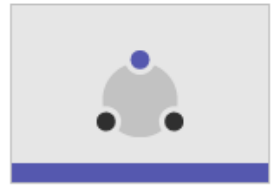https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

Quick start

Intro to Microsoft Teams

Set up and customize your team

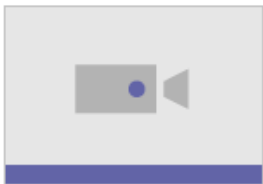**Collaborate in teams and channels**

Work with posts and messages

Upload and find files
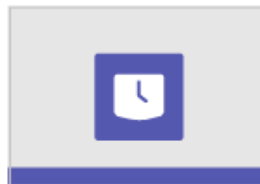
Start chats and calls

Manage meetings

Set up and attend live events

Explore apps and tools

Manage team schedules with Shifts

Manage your activity feed

Section 6

F.A.B.
For
Absolute
Beginners

F.A.B. INTRO TO LEARNING MANAGEMENT SYSTEMS

Introduction to Learning Management Systems. There is no "computer stuff" in here. Just no-nonsense, easy-to-understand information that can help you get started.

https://youtu.be/dDQiBdqHkVg

9:40

F.A.B. INTRO TO VIDEOCONFERENCING (WebEx and Zoom)

Videoconferencing is a very necessary tool for remote instruction. This explains this resource in easy-to-understand language.

https://youtu.be/eKybJv80Qsw

10:07

F.A.B. INTRO TO POWERPOINT

Even if you've NEVER USED PowePoint before, this can get you up and going.

https://youtu.be/jkw1WPa25dc

8:52

F.A.B. LEARN (FROM A 6TH GRADER) HOW TO CREATE INSTRUCTIONAL VIDEOS IN LESS THAN TWO MINUTES!!!

I'm not kidding. Eileen is in 6th grade!

https://www.youtube.com/watch?v=Y5dgwwa5XRA

1:23

F.A.B. INTRO TO CREATING INSTRUCTIONAL VIDEOS WITH POWERPOINT

Do NOT be intimidated! You will not believe how EASY this is!

https://youtu.be/RXJwTsJaU-M

8:57

Section 7: Miscellaneous

REMOTE INSTRUCTION BEST PRACTICES

Pivoting an existing "regular classroom" course from its intended delivery method to online is **_DIFFERENT_** than developing an "intended to be" online course. However, it is still a good idea to briefly review "best practices" of online class design prior to pivoting your course, in an effort to see if there is anything you can easily add!

https://youtu.be/sa5vtHXc9Gc   **7:10**

ACTIVELY ENGAGING YOUR STUDENTS

It is sometimes hard to keep students actively engaged in a traditional classroom, and it is HARDER with remote instruction! This Micro Lecture shows how to use exercises, group projects, and interactive technologies like iClicker, Kahoot, and Menti to foster active participation.

https://youtu.be/ChEQEMlg990   **6:13**

UTILYZING ASYCHRONOUS AND SYNCRONOUS INSTRUCTION IN THESE TIMES

With REMOTE instruction, we can't do everything in real-time the way we did in a traditional classroom. This Micro Lecture discusses "chunking" lecture material in instructional media, and provides options for exams/ assessments in a remote learning environment.

https://youtu.be/g6aIpxnrcc0   **5:20**

EASY METHOD FOR DISTRIBUTING EXAMS (if you are not using your LMS for this)

This is a simple trick for easily distributing exams, but controlling when students have access to see them. Simple, no-brainer!

https://youtu.be/Ln8GtugJMX8   **2:46**

AUTO-GRADING MULTIPLE CHOICE EXAMS (if you are not using your LMS for this)

I HATE grading multiple choice exams. (No, I don't have the use of 50-year-old Scantron® technology!) One benefit of going online was that students submitted their multiple choice exam answer sheets electronically in Excel, which meant I could have them automatically graded. You do NOT need any special Excel skills to utilize this neat capability!

https://youtu.be/dFeT1fQOPDo   **9:57**

Section 8: Feedback and More

PLEASE EVALUATE YOUR EXPERIENCE WITH THE SEMINAR

Could you please take one minute to give me your feedback on how this online seminar worked (or didn't work!) for you. I can't change THIS seminar, but your feedback will help me develop future seminars.

https://forms.gle/55BjHFfM1uLgmvMq7

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ARE YOU A "PRINCIPLES OF MARKETING" INSTRUCTOR?

If you would like to purchase a complete Principles of Marketing PowerPoint curriculum ready for you to edit (and make your own!) and then narrate, send an email for more information.

emailto: marketingppt@pivottoonline.com

DO YOU WANT A TURNKEY CURRICULUM FOR REMOTE "PRINCIPLES OF MARKETING" INSTRUCTION FOR FALL 2020?

With this, your section of Principles of Marketing could be administered by a TA. Possibility for SYNCHRONOUS remote instruction as well. Decision makers and serious inquiries only, please!

emailto: marketingadjunct@pivottoonline.com

CASE STUDY FOR MY ENTREPRENEURSHIP CLASS

The process of developing (and distributing) this online seminar in the extremely short (10 week) window before its "sell by date" was up makes for a good case study for my Entrepreneurship class! This is the "Final Lecture" for my students.

https://youtu.be/DFNULxQJVXU

17:12