

The background of the slide features a large, faint watermark of the Rutgers University seal. The seal is circular and contains the text 'RUTGERS UNIVERSITY' and 'THE STATE UNIVERSITY OF NEW JERSEY' around its perimeter. The central part of the seal is a sunburst design.

RUTGERS

THE STATE UNIVERSITY
OF NEW JERSEY

CCB Info Session: Remote Instruction

March 2020

3 Points

- Remote Instruction Tools
- Student Communication
- Remote Instruction Plan

Remote Instruction Tools

Option 1

Canvas

- Announcements
- Assignments
- Discussions
- Files - uploads and storage
- Email
- Modules - tool to separate and organize your course content
- Quizzes

Remote Instruction Tools

Option 2

Sakai

- Announcements
- Assignments
- Chat room
- Email tool
- Lessons – tool to separate and organize your course content
- Quizzes
- Resources – upload files that can be shared with students in your course

Add-on Option 1

Webex

Webex is a real-time video, voice, and chat communications software platform that supports up to 1,000 attendees.

- Broadcasting live: WebEx allows you to share your screen and present information while you broadcast live. It also allows multimedia sharing and a chat window for attendees to ask questions.
- For recorded lectures: WebEx will also allow you to record sessions that you can then upload to Canvas or Sakai.
- For office hours: Your WebEx Personal Room is your own virtual conference space that's always available and has its own Personal Room link and video address.

Add-on Option 2

BigBlueButton

BigBlueButton enables you to share audio, slides, chat, and video as well as your desktop with students. Built-in polling makes it easy to engage students, and recording your lectures means that you can make them available for later review.

You can hold office hours or virtual conferences for up to about 100 students. **It is already integrated in Canvas, or you download externally from Sakai.**

Add-on Option 3

On Campus – Two Options

- 1. Digital Classroom Services (DCS)*
- 2. Self Managed in Smart Classrooms*

1. DCS can, by appointment, come to one of CCB's smart classrooms (1203/1209/1303) and record a lecture. If you intend to deliver streamed lectures from one of the smart classrooms while students are learning remotely you should contact DCS immediately so that this can be set up prior to 3/23/20.

Instructors will then be responsible for uploading these recordings to either Canvas or Sakai to share with students.

2. Instructors can use smart classrooms to broadcast or record a Webex lecture. Instructors will then be responsible for uploading to either Canvas or Sakai and sharing with students.

Student Communication

(Six Points)

- 1. Clearly state how you will communicate with students and on what schedule.**
Students are expected to devote the same amount of time to classes being offered remotely. Ensure that you have a valid email address for the students in each of your classes, lab sections, or other courses, and that you have ready access to this information offsite.
- 2. Explain your plan for replacing in-person classes.**
 - For lectures, you might use live broadcasts, record videos, or post narrated PPT files.
 - You might use the discussion forum feature of the LMS, or schedule open office hours on WebEx.
 - Labs might focus on identifying specific learning goals and developing alternate virtual examinations of data sets, or a faculty may want to perform a lab session over WebEx, provide data, and require students to do the analysis.
 - For independent studies, honors theses, and other capstone projects, faculty should develop alternate methods of remote completion.
 - Discuss attendance and that it will be monitored (if applicable)

Communicate to Students

3. Instructors should devote (at least) the same amount of time as you would for regular class meetings. Simply uploading materials does not constitute regular, substantive interaction.

4. Explain how you will alter assignments, exams, and other graded work. Consider converting exams and assignments that require proctoring to an open-book/take-home format. Provide students with information on how to submit course assignments via the course website. If this is not feasible, make sure your students have a valid email address for you so that they can submit assignments to you that way.

5. If you need to reweight any elements of the grade to reflect the adjustments above, clearly explain that to students. Explain whether they will still receive a letter grade or a Pass/Fail for the semester. Special care should be taken to ensure that students' grades do not suffer from these disruptions.

6. Confirm that all students have a reliable way to access the internet. Students with disabilities may be impacted differently when switching from in-person to online instruction. Be prepared to provide and/or revise student accommodations.

Remote Instruction Plan

- Anyone delivering course content to students

(Check with Instructor, Course Admin and/or Course Director)

- Form available on CCB website under:

Remote Instruction Action Plan > Communicate Your Action Plan

*** Due this Monday, March 16th***

Info & Key Tech Resources

Directions, FAQs, and platform specific tech support contacts on CCB website:

- Remote Instruction Action Plan > Learning Management Systems
- Remote Instruction Action Plan > Webex Lectures
- Remote Instruction Action Plan > Other Options for Lectures (BigBlueButton, DCS)