

## Remote Teaching Continuity Tips

Teaching staff are to use Moodle to teach their courses. This can be supplemented by emails and social media (Twitter, Facebook, Google Groups, etc.).

### Communication with students online

- Use Moodle course's Class News and Announcement tool for making all class news/event announcement. Use it consistently and frequently.
- Set expectations for how students should engage in the communication, including how they should contact the lecturer.
- Set expectations with students for how quickly the lecturer will respond to online communication.

### Administering effective online discussions

- Communicate clear guidelines in the prompt that establish your expectations for students' contribution to the discussion. Many lecturers choose to provide details about the writing style (e.g., formal/informal), number of posts, length (e.g., number of words), frequency, tone, and content (e.g., elements that constitute "value added").
- Use threaded discussion responses to allow students to respond to one another multiple times in an organized way in each discussion board post.
- Be present in the discussion forums by providing feedback and coaching to student responses.
- Encourage students to participate in a variety of ways that work for the individual student, including text, audio, or video.
- Create questions and prompts that require complex thinking and application of ideas to avoid repetitive student responses.

### Delivering a virtual lecture

For a **synchronous** live session:

- BigBlueButton (BBB) within Moodle is a great solution. In a BBB meeting, both lecturers and students can share audio, video and screen presentations. There is also an option for the host of a BBB video to record the session(s), which can be saved and posted to Moodle after the session ends.
- To optimize your online lecture experience:
  - ❖ Use headphones or earbuds with a microphone to minimize surrounding noise and maximize your voice.
  - ❖ In your BBB settings, opt to Mute Participants upon entry into the meeting. As the host of the meeting, lecturers are able to mute and unmute participants at any point.

For an **asynchronous** session:

- Lecturers can choose to record a lecture using BBB within Moodle or upload a pre-existing video or audio file on Moodle (upload file size limit should be considered).
- To optimize your recorded lecture:
  - ❖ Draft a script or an outline of your ideas for your lecture before recording.
  - ❖ Use headphones or earbuds with a microphone to minimize surrounding noise and maximize your voice.
  - ❖ Record longer lectures into smaller, separate video lectures, organized by topic, idea, or skill. By watching video lectures of less than 6 minutes each, learners are more likely to maintain focus and retain key information.
  - ❖ Include quiz questions throughout your lectures to engage learners and allow them to check for understanding as they watch.
  - ❖ Upload PDF files, websites and media that support the content of your lecture to provide your learners a comprehensive and immersive learning experience.

### Using Quiz tool for student assessment

- Create complex questions that require deep, analytical thinking skills to complete.
- Use time limits for the quiz question's availability to maintain students' focus during the exam.
- Allow students multiple attempts (e.g., 2) to allow for troubles with internet connectivity.
- Randomize the questions of a quiz to maximize academic integrity.

Online Teaching Strategy	Recommended Technology
Lecture delivery (synchronous, live)	BigBlueButton (in Moodle)
Lecture delivery (asynchronous, recorded)	BigBlueButton (in Moodle)
Class Discussions (synchronous)	BigBlueButton (in Moodle)
Class Discussions (asynchronous)	Moodle Discussions Forums
Student Presentations (synchronous, live)	BigBlueButton (in Moodle)
Student Presentations (asynchronous, recorded)	BigBlueButton (in Moodle)
Student Group Work	Moodle Discussions Forums
Share Readings and Web Materials	Moodle
Student Assessments	Moodle Quizzes & Assignments
Student Assessment Feedback	Turnitin & Marksheet (in Moodle)
Virtual Office Hours / Advising Appointments	Class News & Announcements

Adapted from: Teaching Continuity Guide, Brown University <https://dld.brown.edu/teaching-continuity-guide>