

GUIDANCE FOR ON-CAMPUS WITH REMOTE STUDENTS

Lecture capture:

- Zoom with audio and video on front of room (audio only for remote is not sufficient)
 - Record with auto-save to Panopto
 - Either monitor chat or assign student or TA.
 - Notetaker – how to connect w/o audio to prevent feedback
 - TA to setup Panopto to Canvas/TWEN link for easy access.

Supplement:

- Canvas or TWEN
 - Post materials used in class (PowerPoints, etc)
 - Link to recordings
- Chalkboard or Dry Erase Board
 - TA or student to capture photos before each erase and end of class. Post to Canvas/TWEN.
- TA's create and manage major topic discussion boards.

Helpful hints:

- Avoid multiple emails – create meaningful modules in Canvas.
- Avoid lengthy emails.
- Do not embed lecture clips or videos into PowerPoints.
- Use video rather than just audio to be more personable.
- Look at the camera eye to make meaningful points.
- Do not make busy work. Look for meaningful work.