Fall 2020 Classroom Teaching

Before the First Day of Class

1. <u>Create a TEAMS meeting room (If you are planning to use Blackboard Collaborate Ultra, go to Item 14 in the Advanced Consideration section)</u>
   a. Go to a "Page" within Canvas such as the Home Page.
   b. While editing the page, locate the blue downward arrow icon. Click it to select "Microsoft Teams Meetings"
   c. Select the start/stop dates of the course. This will create a meeting room that can be used for the entire semester.
   d. Once the meeting is created, the link to it will be on your Canvas page already. *Note: neither your Outlook nor TEAMS calendar will show this meeting. Access it each time by clicking on the link in the Canvas page.*

On the First Day of Class

2. <u>Log in Procedures</u>
   a. Log in to the console computer. New this term: you now use your entire email address, not just the NetID.
   b. Wake up the Crestron by touching it, and verify that the PC is selected.
   c. Open MS-TEAMS if it doesn't automatically open by itself.
3. <u>Join the TEAMS meeting</u>
   a. Click the link you created in item 1 and join the meeting.
   b. See items 9-11 under Advanced Considerations for useful hints for setting up a session.
4. <u>Configure device settings</u>
   a. Once in the meeting, click the Triple-Dots near the top and select Device Settings. Consider carefully whether the current settings are actually what you want.
   b. If the setting for speaker says "headphones," see if you can switch that (usually "Crestron" is the right option, but this may vary by room).
   c. If the microphone says "Elmo," try to switch that to Crestron also.
   d. The Camera option should be USB-HMDI (or similar), unless you are actively hoping to use the Elmo DocCam.
   e. Perform a sound check to ensure both audiences can hear each other (and you). Use of personal laptops should not be the first choice, as these do not leverage the installed hardware to ensure both student audiences can hear each other.
5. <u>Teaching with PowerPoint</u>
   a. Select the screenshare button (arrow-box icon at the top) and select "Browse," then upload the desired presentation. This will load an interface that allows you to see students, raised hands, and comments while also advancing your PowerPoint.
   b. If teaching using PowerPoint or Desktop and you hope to share a video, you MUST click to "include computer audio" on the share menu. Otherwise, the online students won't hear the audio. Note: this functionality is missing on Mac entirely. There is presently no way to share audio if using a Mac.
6. <u>Teaching with Document Camera</u>
   a. If teaching using the Doc Cam, remember that you have to configure the room twice. Once for the F2F students (using the Crestron), and once for the online students (using the TEAMS device settings under the Triple Dots, and switching the Camera to "Elmo.")
   b. In most rooms, the physical whiteboard may be problematic for the online students to see clearly, and the Doc Cam is preferred.
7. <u>Switch settings for both audiences when changing the teaching method (i.e., Doc Cam to PPT)</u>
   a. The F2F audience looks at the projector pointing at the screen, which is controlled by the Creston.
   b. The online audience relies on the TEAMS settings. For DocCam, that's under Device Settings in the Triple-Dots; otherwise, screen share or PPT screen share are under the arrow-box icon at the top.

Email atle@usf.edu with questions. Updated 8/21/2020

Advanced Considerations

8. Alternate way to create a class Meeting (that shows each class on your Teams calendar)
   a. Create a "Class Team" inside TEAMS that can be used to create all the meetings. Do this by starting in Canvas, then click "Microsoft Teams (early access)" and follow the prompts. Note: be sure to start this process a day early in case it take some time. After the final screen, click to enter the Class Team and click the "Activate" button at the top.
   b. Within your Class Team, click the pulldown menu next to "meet" on the right side, and select to Schedule a Meeting. For recurrence, select "custom" and choose the time of day, and 1-day-per-week recurrence, and click to select the days of the week (such as Mon/Wed). Choose an end date. You do not need to invite students; they will be invited automatically.
   c. Return to the Calendar tab in TEAMS and find the first meeting. Double click it again. Near the top-middle look for "Meeting Options" and click it.
   d. A page should load in a browser. The bottom option for "Who Can Present" should be switched from "everyone" to "just me." This will prevent students from accidentally hijacking your presentation or muting you.
9. Restrict who can present or change meeting settings for participants
   a. By clicking the three dots next to Participants on the participants table, you can load the same page mentioned in 8d above. The bottom option for "Who Can Present" should be switched from "everyone" to "just me." This will prevent students from accidentally hijacking your presentation or muting you.
10. Show online students how to "pin" the instructor and see captions
    a. This is an individual-student setting and not something the instructor can set for everyone. When looking at the gallery ("Brady Bunch") view, they right-click on the instructor's tile and select "Pin" to make this video feed large on the screen.
    b. Similarly, the ability to see captions for the instructor's spoken words are individual settings. Show students how to find Live Captions under the Triple-Dots at the top of their own screen.
11. Tell students to download the TEAMS client/software on their desktop
    a. Their experience if joining meetings by clicking a link and joining via browser will be limited.
    b. Visit https://www.usf.edu/it/documentation/office365/0365-students.aspx to download for PC/Mac.
    c. They also need to install the official TEAMS app on their smartphone.
12. Groupwork in TEAMS
    a. To introduce interactivity and groupwork, we recommend you use "Channels" inside the Class Team. Click the triple-dots next to the Class Team name (middle-left-side of the screen), and create as many Channels as you want. Private would mean you add student names manually; public would mean students can join any channel, but perhaps you have published a table of Channel membership on your Canvas homepage.
    b. Within a Channel, students can turn on a sub-meeting that will include audio/video communications, and pause their participation in your Main Meeting. In-person students could also participate, especially if they are using earbuds to reduce noise.
    c. You can either drop into each Channel to tell them to return to the main meeting, or advise of a time-of-day to return in advance.
13. Recording meetings
    a. If you want to record the meeting, click the Triple Dots at the top and Start Recording. Repeat the process to stop recording (or else it will record for four hours), and later a link will appear in the Chat for students to watch the recording.
    b. If worried that students will abuse the privilege, perhaps you can download the recording, then delete it within MS-Stream, and only deploy the saved file to the students with an excuse absence.
14. Blackboard Collaborate Ultra within Canvas can be used instead
    a. Within the Canvas course, click Settings (bottom left)
    b. Switch tab at top to Navigation
    c. Locate "Blackboard Collaborate Ultra" in the long list, and left-click on the triple-dots and select "Enable"
    d. Make an announcement (or create a page) telling students you will be using the Blackboard Collaborate Ultra classroom for the course.
15. Guides for Students
    a. Download the student-facing guides we have created, unzip the file, and place them in Canvas for students to read: https://bit.ly/covidstudentguides