TAing Effectively During Campus Disruption:
How to Apply Resources in Specific Scenarios
(With Troubleshooting Ideas)

Teaching Assistant Development Program (TADP)
March 12th, 2020
Objectives

- How to Apply Resources to
  - Run your class live with Zoom
  - Pre-record your lectures
  - Teach without the video component
Running Your Class Live with Zoom

› **Pedagogical Recommendations**

› **Use slides and screen sharing** within Zoom to make sure discussion questions are visible to students who may have a slow Internet connection or who may struggle to hear the audio for the initial question. (Look for “Share Screen” at the bottom of your Zoom call.)

› On your first slide, **display an agenda** at the start of the class session so that students know what to expect of the shared time together.

› **Use the chat** (bottom of your screen). See [In-Meeting Chat](#).

› Moderate discussion, i.e., “call on” a student with a comment to speak, to help them break into the conversation.
Running Your class Live with Zoom

Pedagogical Recommendations

- Consider asking one or two students to take on special roles as “chat monitors” to voice if there are questions that arise that the instructor has missed.

- **Use Zoom Breakout Rooms** to help students talk in smaller groups (just as they would do break-out groups in a larger class environment). See Managing Video Breakout Rooms.

- **Rethink your classroom activities** to make the class more interactive.

- Have students write and comment together on a shared Google Doc.

- Try using **Poll Everywhere** or **Google Forms** to collect student responses, and then share results with both in-person and online students.
A Few Troubleshooting Tips:

▶ If your microphone is not working, use the phone number listed in the Zoom invitation when you set up a Zoom call. You can use your phone as the microphone and audio source for your call rather than your computer’s built-in microphone.

▶ If your Internet connection is slow or lagging, consider temporarily turning off your video stream and only maintaining the audio stream. Turning off the video should improve quality and consistency of the call.

▶ If you have earbuds or a headphone set, wear them! Wearing earbuds or headphones will reduce the amount of background noise that your computer will pick up, which will make it easier for your students to hear you. Similarly, you may want to advise your students to wear headphones during the call.
A Few Troubleshooting Tips:

› Advise students to mute their microphones if they are not speaking and unmute the microphones when they wish to speak. Students may be joining Zoom calls from all kinds of different locations, many of which may create background noise that could be distracting.

› Check the “chat” space for student questions and contributions. Some students may not have working microphones and, therefore, may be unable to contribute. The chat room is a good place for students to contribute, ask questions, and be involved.
Accessibility Suggestions:

- Automatic live captioning is not available in Zoom (automatic captions are visible if you record a Zoom session). You may wish to use Google Slides and enable the live captioning feature within Google Slides. If you share your screen using Google Slides, your voice will be captured and live captions will appear. Check [Present Slides with Captions (via Google Drive support)](https://drive.google.com/support) for more information.

- For students who are blind or have low visibility, narrate the material that you’re displaying visually on the screen. Just as you might read materials aloud in class, read screen material that you share on-screen just in case students are not able to see essential text.
Pre-Record Your Lectures

Pedagogical Recommendations

- **Keep videos short and lively.** It is often harder to focus on a video than on a person! Check out some tips for creating lively short online videos from online educator Karen Costa.

- **Test your microphone** to make sure that you have good sound quality. Consider using a headset with an external microphone to capture better audio.

- **Consider ADA compliance.** Automatic closed-captioning is not perfect. Speak clearly and not too quickly to make the content as accurate as possible. If using a tool other than Zoom for recording your lecture, consider uploading your videos to YouTube to take advantage of their automatic (though not perfect) closed-captioning.

- **Integrate interaction with the lecture material.** You might consider setting up an iLearn discussion board with some specific questions, using a quiz, or setting up a chat session for a text-based live discussion.
Skip the Video Component

Pedagogical Recommendations

- **Annotate your slideshow with notes** and share this with students using iLearn or email

- **Set up a discussion board** for students in iLearn Blackboard. Use specific, structured questions, and let students know expectations for their responses
Pedagogical Recommendations

- Keep the link to the Zoom room you’re using for your students in a central place on your course iLearn site. The main factor to consider when holding office hours or conferences with students via Zoom is your accessibility as an instructor. Make sure they know how to find your “office” (just as you might offer them directions to your office on-campus).

- Encourage students to share their screen with you. Screen sharing is possible not just for the instructor in Zoom, but for students too. Help your students navigate towards a screen sharing option so that they can show you their written work on their screen.

Office Hours

- To have virtual one-on-one office hours, you can enable the "waiting room" feature on Zoom.
- Follow this link for more information:
  [https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room)
We are here to help

- The TADP Team will be providing virtual drop-in office hours to help TAs through the transition to online teaching formats during finals week and spring break.
- Virtual Drop-in Office Hours:
  - Monday, March 16th from 2:00pm-4:00pm
  - Tuesday, March 17th from 9:00am-12:00pm
  - Wednesday, March 18th from 2:30pm-4:30pm
  - Thursday, March 19th from 9:00am-12:00pm
  - Monday, March 23rd from 9:00am-4:00pm
  - Tuesday, March 24th from 9:00am-4:00pm
- Check back here for the links to participate.