



Online Tips for Teaching Courses in Canvas

➤ Purpose

This document will provide information to assist with online teaching and lecturing. Instructions will be provided for lecturing in Canvas using the Big Blue Button (BBB) or in Microsoft Teams.

➤ Scope

This document will provide tips for teaching and lecturing online effectively.

➤ Background

All instructors need to know how to engage students and meet seat time requirements for online lectures.

Suggestions for Online Teaching

- **Create a schedule.** Provide a schedule to students. A schedule can help address challenges with time management and self-regulation, which can impede students' success in online courses.
- **Schedule time to interact with students.** Build in some type of synchronous interaction, such as a video chat or discussion. This interaction helps keep students engaged.
- **Provide timely feedback.** Respond to students promptly via email, phone, or video. Students feel more engaged with the course when they receive timely feedback.
- **Check that students are engaged.** Be clear about how much time students should spend on the course. Then, regularly check students' progress to identify students who need support.
- **Consider ALL learners.** Remember to consider the diversity of learners, including those who may need accommodations for a disability.
- **Develop a system of supports.** Students need support and interaction from online teachers, mentors and peers to succeed.

Suggestions for Online Lecturing

- **Manage lecture time.** Generally speaking, for video online, we recommend 5 minutes or less.



- **Understand seat time.** Focus on the students and their time on task.

Q: How do I calculate time on task?

A: Total learning time can be counted. Regardless of method of instruction, students should be learning for no fewer than 15 hours of instructional time plus an additional two (or three) hours of homework /activities per hour of instructional time per credit earned = 45 hours per credit hour. Hours per week may vary depending on the length of the course. To calculate the time on task, one divides the total hours per course by the number of hours per week. So, a traditional 3-cr. course requiring a total of 135 hours and meeting for 15 weeks would need 9 hours of time on task each week

Lecturing with Big Blue Button

Conduct lectures, broadcast real-time audio and video, share presentation slides, give demonstrations of applications and online resources, and more. Go to Canvas and click on your course.

Go in the course and select Conferences

The screenshot shows the Canvas LMS interface for a course titled 'e000293477_TrainingCourse'. The left sidebar contains a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences (circled), and Collaborations. The main content area displays the 'Course Summary' table:

Date	Details
Tue Apr 28, 2020	Test Assignment due by 11:59pm
Thu Apr 30, 2020	Test 7am to 8am
	Test Discussion
	test quiz

On the right side, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a calendar for June 2020.



The screenshot shows the Canvas LMS interface for a course titled "e000293477_TrainingCourse". The left sidebar contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. The main content area features a blue information box with the following text: "Canvas Conferences is a free service provided by BigBlueButton. If your institution is likely to need more than 10 concurrent Conferences powered by BigBlueButton, we recommend upgrading to Premium BigBlueButton or exploring alternative conferencing solutions Canvas partners with, such as Zoom, Hangouts, Teams, and other video conferencing tools who are offering free or discounted services. [Learn More](#) Not all of these services may be supported by your institution. Please contact your local admin for more information." Below the information box is a "+ Conference" button, which is circled in orange. Underneath, there are two sections: "New Conferences" (containing the text "There are no new conferences") and "Concluded Conferences" (containing a single entry: "e000293477 TrainingCourse Conference").

Enter a description and click update

The screenshot shows the configuration modal for a conference. The left sidebar is visible, with "Conferences" selected. The modal contains the following fields and options: "Duration" set to "60 minutes"; "Options" with checkboxes for "Enable recording for this conference" and "No time limit (for long-running conferences)"; a "Description" text area containing the word "test"; and "Members" options with checkboxes for "Invite All Course Members" (checked) and "Remove All Course Observer Members". At the bottom right, there are "Cancel" and "Update" buttons, with the "Update" button circled in orange. A black arrow points from the "Update" button back to the "Description" text area.



Click on start

The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation options: Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Course Evaluations, Studio, Badges, and Settings. The main content area has a blue header with a notification about upgrading to a premium BigBlueButton or exploring alternative conferencing solutions. Below this is a '+ Conference' button. The 'New Conferences' section lists a conference titled 'e000293477_TrainingCourse Conference' with a 'Start' button circled in black. The 'Concluded Conferences' section lists the same conference with a settings gear icon.

Click on microphone

The screenshot shows a BigBlueButton conference interface. A dialog box is open in the center with the title 'How would you like to join the audio?'. It contains two options: 'Microphone' (with a microphone icon circled in black) and 'Listen only' (with a headset icon). Below these options is a link that says 'Join using your phone ->'. The background shows the conference interface with a public chat window on the left and a main content area on the right.



You can now share your screen

m2157.ma1.blindsidenetworks.com/html5client/join?sessionToken=taoofyl3lzhncjhn

Public Chat

For help using BigBlueButton watch these (short) [tutorial videos](#).

If you want to join the audio using your phone, dial (US 1-863-208-0022) (Canada 1-613-317-3321) (long distance charges may apply) and enter 998 200 593.

This BigBlueButton session is provided free of charge by Blindsides Networks Inc. To instruct customers. Recordings are automatically deleted after 14 days. For permanent recordings and other premium features, contact your canvas representative.

Update: Students now need your permission to edit Shared notes. To give permission, click the gear icon next to Users, select 'Lock viewers', and unlock 'Edit Shared Notes'.

Send message to Public Chat

e000293477_TrainingCourse Conference

Kathleen Coleman

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

- CHAT: Send public and private messages.
- WEBCAMS: Hold visual meetings.
- AUDIO: Communicate using high quality audio.
- EMOJIS: Express yourself.
- BREAKOUT ROOMS: Group users into breakout rooms for team collaboration.
- POLLING: Poll your users anytime.
- SCREEN SHARING: Share your screen.
- MULTI-USER WHITEBOARD: Draw together.

For more information visit bigbluebutton.org

Slide 1

Microphone, Phone, Screen Share, Whiteboard icons circled in red.

Click share to share screen

m2157.ma1.blindsidenetworks.com/html5client/join?sessionToken=taoofyl3lzhncjhn

Public Chat

Share your screen

m2157.ma1.blindsidenetworks.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen | Application Window | Chrome Tab

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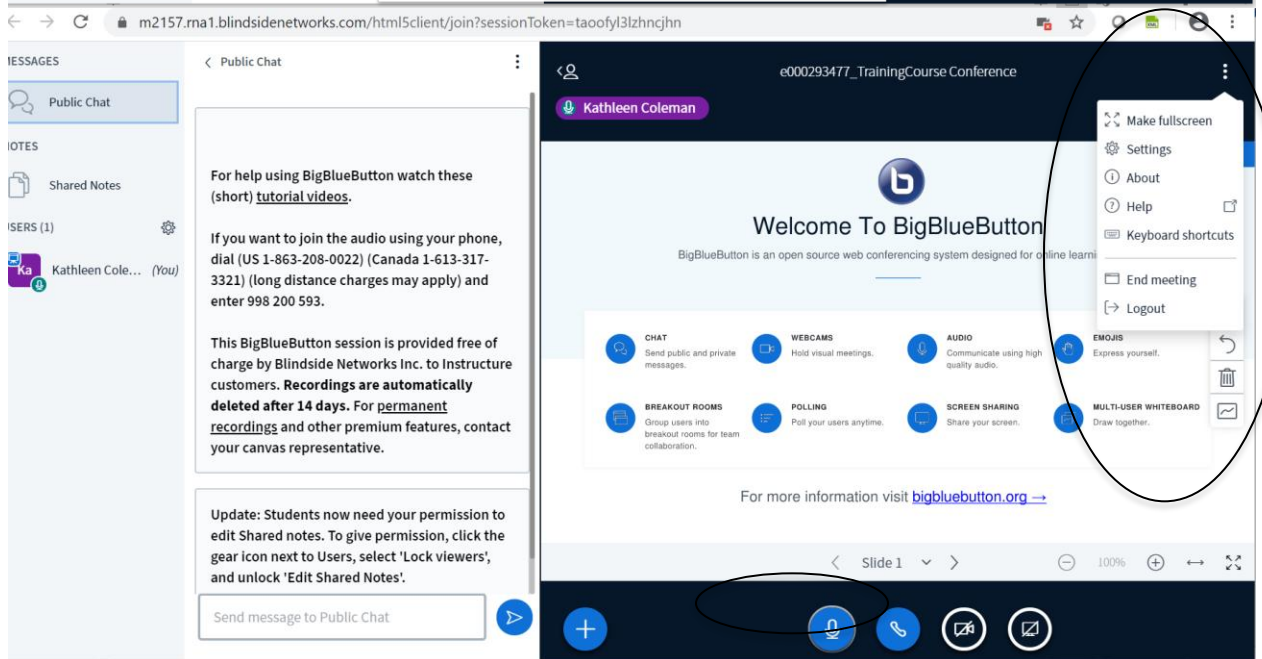
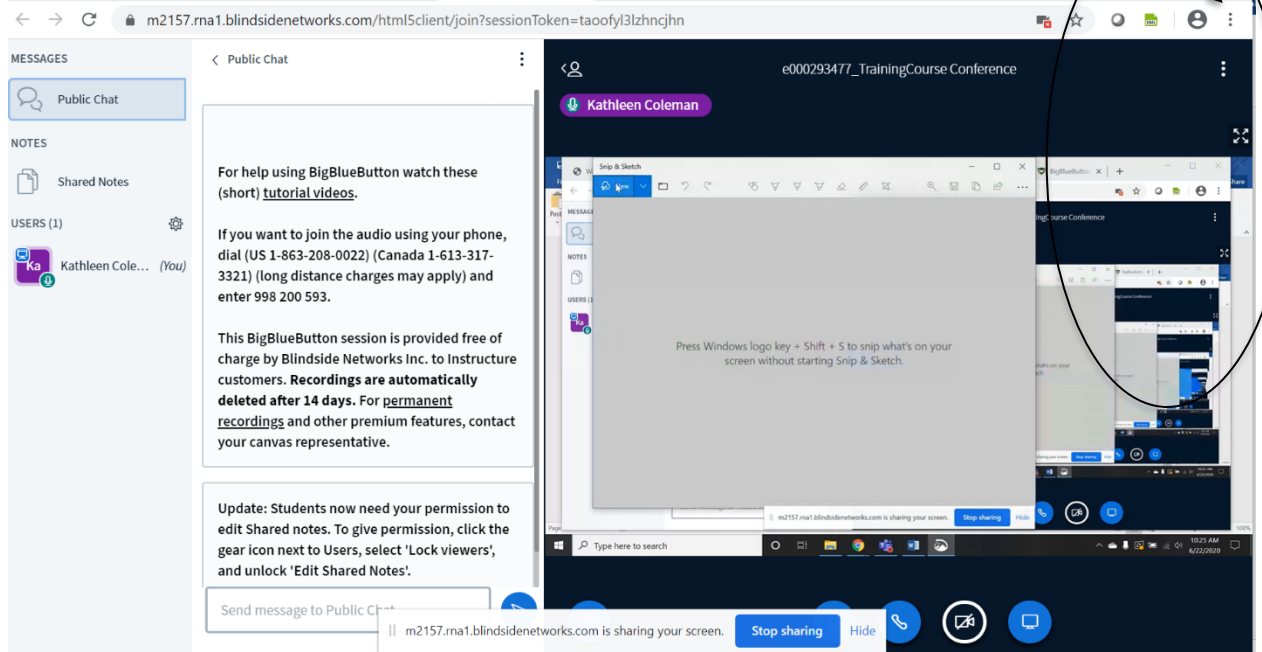
For more information visit bigbluebutton.org

100%

Share, Cancel buttons circled in red.



Click 3 dots to end meeting



Lecturing in Microsoft Teams

- Give the team a name and description.
- Give the video meeting a name and click "Meet now" to start.
- To begin recording the meeting, click the three dots and choose "Start recording".
- When you wish to stop recording, you can either end the meeting or press the three dots again and choose "Stop recording".



References

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<https://www.panopto.com/blog/how-long-should-training-videos-be/#:~:text=Generally%20speaking%2C%20for%20video%20online,between%20%20to%205%20minutes.>

<https://bigbluebutton.org/html5/>

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