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.

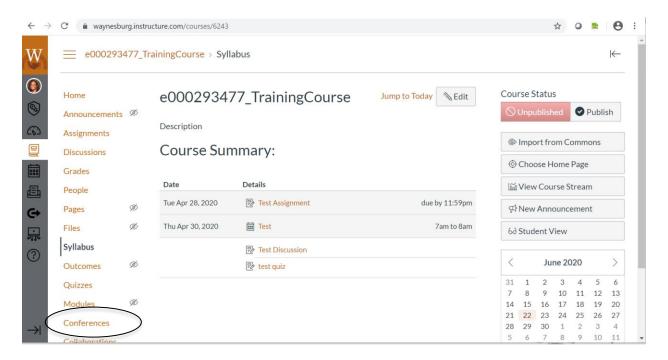> **Understand seat time.** Focus on the students and their time on task.

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
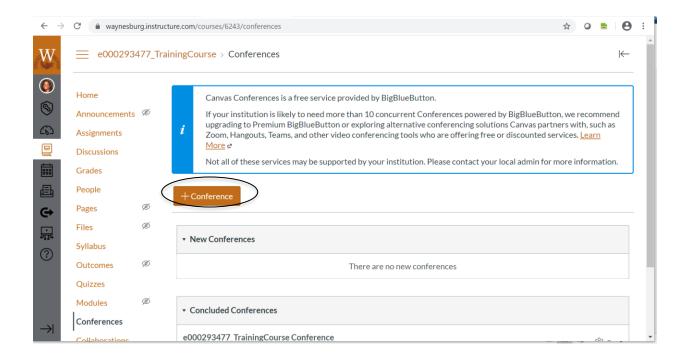
Lecturing with Big Blue Button

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.
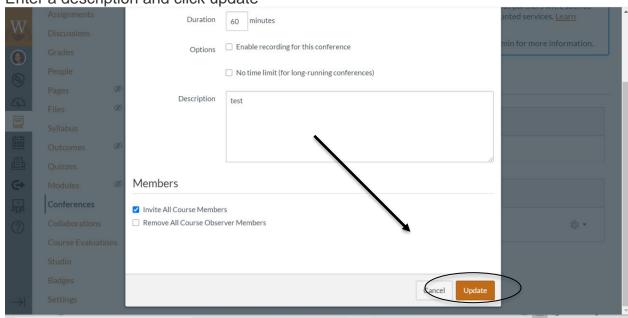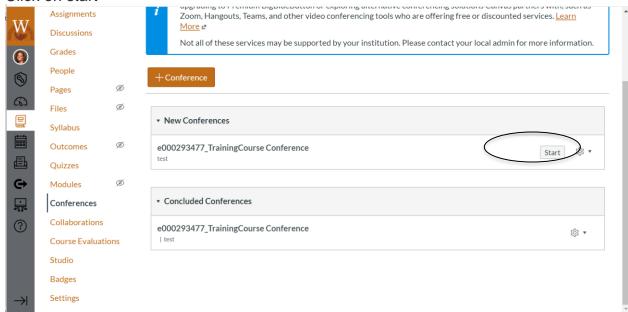
Go in the course and select Conferences
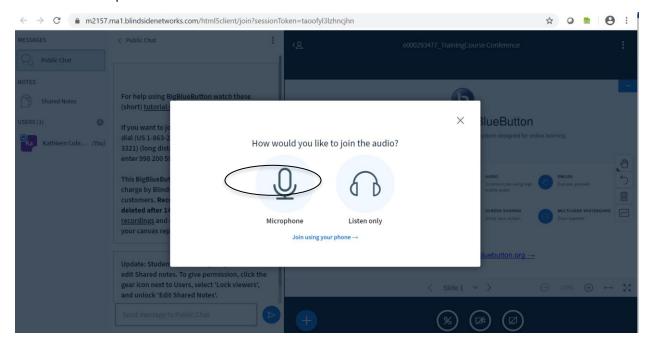
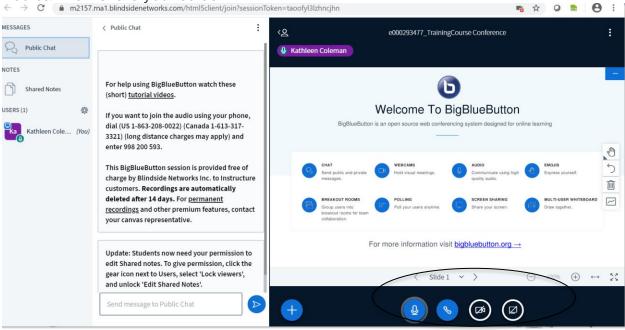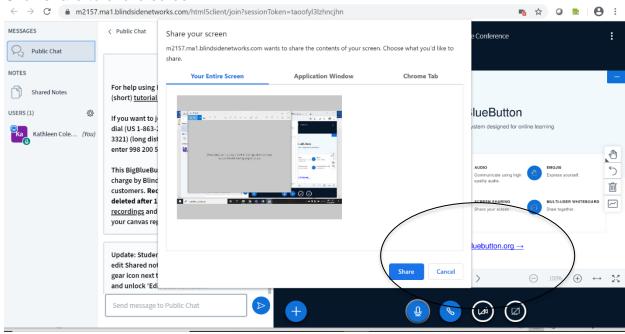Enter a description and click update

Click on start

Click on microphone

You can now share your screen

Click share to share screen

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".

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References

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https://bigbluebutton.org/html5/

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