

# Online Teaching

OLLI at Duke  
April 2021

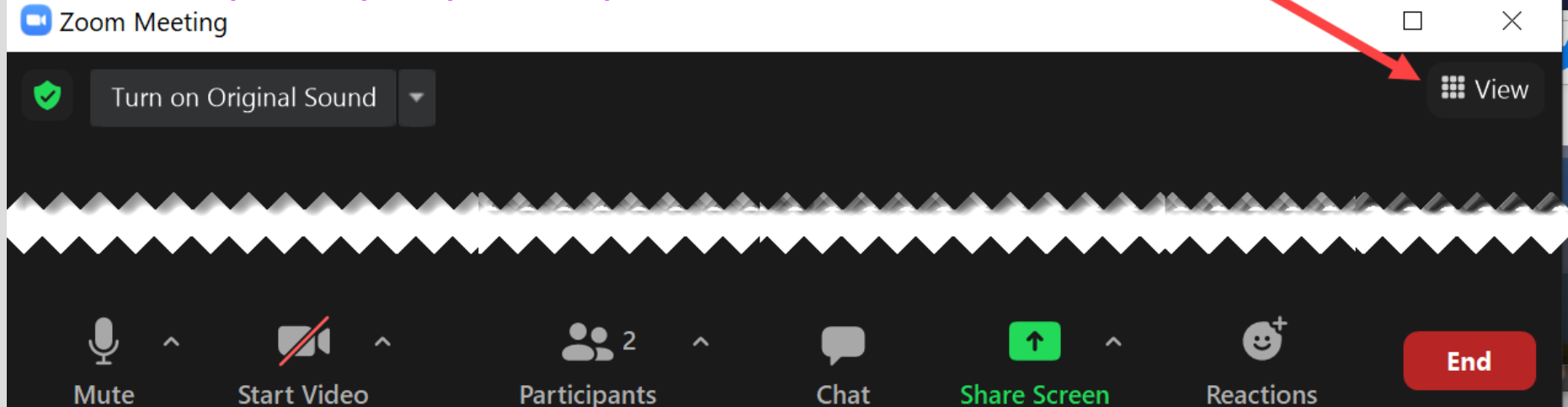
Howard Koslow  
Chair, Instructor Relations Committee

**Question:** *Respond in Zoom Chat*

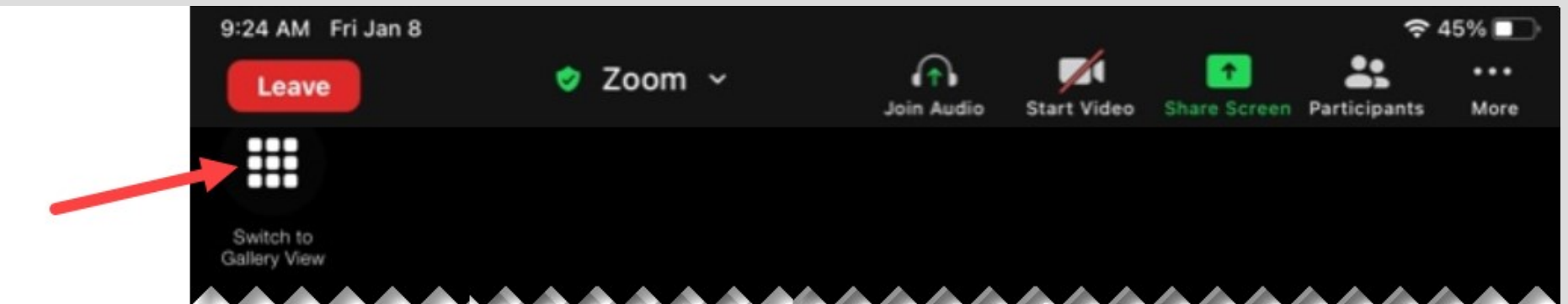
**What course are you teaching  
in Spring term?**

# Zoom: View Controls

## Desktop / laptop computer



## Mobile device



# Agenda

- Online Teaching Styles and Tips
- OLLI Zoom Class Protocol
- Next Steps

# OLLI Spring 2021 Term

- All online using Duke Zoom account
- 41 courses across wide range of topics
  - 44 instructors, 10+ guest speakers
  - Catalog: [learnmore.duke.edu/olli](https://learnmore.duke.edu/olli)
- Six-week term (May 17 – June 28)
  - 2 – 6 sessions
- Default class length 75 minutes
- Mix of interaction styles

# **Online Teaching Styles and Tips**

# Teaching Online: It's a New Day

Linda Hubbard Curtis video

# Interaction Styles

- Lecture + Q&A
- Discussion
- Active Participation
- ❖ Mix of styles and/or Guest speakers

# Lecture Courses

- Instructor lectures with Q&A
  - Break(s) for questions or hold until end
- Students use speaker view (not gallery view)
  - To see instructor or slides/videos
- Use Zoom Chat to ask questions
- Possibly use “Raise Hand” for Q&A
- Recommend moderator to curate questions
  - Have “starter” questions

# Discussion Courses

- Instructor presents topic & guides discourse
  - Establish ground rules for discussion
- Most effective in small classes (10-24)
- Everyone uses gallery view
- Use Zoom “raise hand” to manage discussion
  - Participant window lists order to speak
  - Lower hand when student speaks
- Recommend using moderator or facilitator

# Instructor Experience & Tips

Ruth Caccavale video

# Active Participation Courses

- Instructor approaches to teaching:
  - Explain/demo then students do it
  - Students follow instructor in real time
- May include some lecture or discussion
- Students typically have their video on
- Manage participation with Zoom features
  - Chat / Raise hand / Open mic
- Moderator may be helpful

# Active Participation Courses

- Students share their projects (optional)
  - Speak to class or hold up to webcam
  - Send photo to instructor before class
- Instructor may use extra camera
  - Close-up / overhead / wide-angle
- Play background music during activity?
  - Softly if at all – can be distracting

# Instructor Experience & Tips

Jay Dunbar video

## **Zoom Chat Question:**

**What are ways to engage students  
in your course?**

# Tips to Engage Students

- Use graphics and media
  - Images, short videos or music clips
- Ask students questions
  - Zoom “reactions” (displayed in gallery view)
  - Responses in chat
  - Zoom poll (plan in advance)
  - Breakout rooms? (plan in advance)
- Plan for Q&A breaks (esp. in lectures)
  - Coordinate with moderator
  - Have “starter” questions
  - Add a “Q&A” slide as cue

# Tips to Engage Students

Alan Teasley + Ruth Caccavale video

**Questions?**

– or –

**Share an online teaching moment**

# **Conducting a Zoom Class Session**

# Zoom Class Roles

- Staff (OLLI): Zoom host, starts meeting
- Instructor: Zoom co-host (to share screen)
- Moderator: assists with class interaction (also a Zoom co-host)
- Guest speaker(s)

# Pre-Class

- Staff starts Zoom 30 minutes before class time
  - Admit instructor, moderator, guest speakers (if any)
  - Check out audio, video
  - Instructor/guests practice screen share
  - Discuss logistics for that class
- Students join 10-15 minutes before start
  - Informal socializing
  - Address quick Zoom questions
  - Remind/assist to display full name in Zoom

# Start of Class

- Class starts promptly at scheduled time
- Staff plays recorded intro
  - Please mute and turn video off
  - Disclosure if course being recorded
- Staff starts recording (selected courses)
- Staff or moderator introduces instructor

# During Class

- Plan for pauses
  - Play short video or music, ask question in chat, etc.
  - Ask for participant window nonverbal feedback
  - Helps keep students engaged and thinking
  - Gives instructor a breather
- Plan for Q&A breaks (esp. lectures)
  - Coordinate with moderator / “starter” questions

# Ending the Class

- Allow time for final Q&A (if any)
- Suggest preparation for next class (optional)
- Remind students of course website (if available)
- Encourage feedback in chat
  - Prompt students with a specific question
  - Periodically ask what's working / how to improve
- End on time!

# Between Classes

- Instructor communicates with students  
(via instructor portal)
- Instructor communicates with moderator
- Student readings (e.g., from website)
- Students view recording (selected courses)

## Moderator (optional)

- Recommended for large or interactive courses
  - Supports student/instructor interactions
- Instructor should build rapport
  - Meet/email before class start and between classes
- Moderator info/training session: April 26, 1 PM
  - Instructors are invited
- Instructor consulted about moderator selection
- Rehearsals include moderators

# Tips

- Pace yourself – pauses are important!
  - Allow time for students to ask questions
  - Q&A or [video](#) give you short breaks, too!
  - Screen sharing transitions take 2-3 seconds
- Find ways to engage students – start to end
- Takes more energy to teach online
  - Sitting still while on camera
  - Less feedback: eye contact or body language
  - Harder to feel energy from students

**Questions?**

# Next Steps

# Training

- Zoom for Instructors – Apr 27, 1 PM
  - Technology for Zoom
  - Zoom features for instructors
  - Using Learnmore Instructor Portal
  
- Zoom “Special Topics” – Apr 29, 1 PM
  - sharing slides/videos
  - polling
  - breakout rooms

# Practice & Rehearsal

- Zoom Practice – sharing slides/videos + other as needed
  - **Required** for new OLLI Zoom instructors
  - Technical check on audio, video and internet
  - May 3-7
  - 1-on-1 or small groups
  - Sign-up for slots starting Apr 27
- Rehearsals (**mandatory**) - with staff + moderators
  - A week prior to term start – May 10-13
  - At your course assigned day & time (or reschedule)
  - Invite (with Zoom link) emailed on May 3

# Rehearsal Details

- Practice intro and 2-3 minutes of first class
- Practice Zoom transitions and interactions
  - Technical: sharing screen, playing videos, etc.
  - Interactions: chat or “raise hand”
- Peer instructors observe and give feedback

# Training Calendar

| Month       | Mon   | Tue  | Wed                                  | Thu                                      | Fri                           |
|-------------|---|--|--------------------------------------|--|-------------------------------|
| Apr<br>2021 | 19  | 20<br><br>10 AM: (IRC) New<br>Instructor Orientation | 21                                   | 22<br><br>1 PM - Online<br>Teaching      | 23<br><br>Winter Term<br>Ends |
|             | 26<br><br>1 PM - Moderator<br>Info/Training | 27<br><br>1 PM - Zoom<br>for Instructors             | 28                                   | 29<br><br>1 PM - Zoom<br>Advanced Topics | 30                            |
| May<br>2021 | 3   | 4<br><br>Spring Term Registration Opens              | 5                                    | 6  | 7                             |
|             | Instructor Zoom Practice Sessions           |  |                                      |  |                               |
|             | 10<br><br>Rehearsals*<br>Mon classes        | 11<br><br>Rehearsals*<br>Tue classes                 | 12<br><br>Rehearsals*<br>Wed classes | 13<br><br>Rehearsals*<br>Thu classes     | 14                            |
|             | 17<br><br>Spring Term<br>Starts             | 18   | 19                                   | 20                                       | 21                            |


# Preparing Guest Speakers

- Instructor contacts guest speakers
  - Are they Zoom ready? Internet, audio, video
  - Comfortable sharing slides or videos?
- Request training assistance if needed
  - See Resources slide
- Instructor arranges & conducts guest rehearsal
  - Typically a few days before their class
  - Review class protocol
- Instructor serves as moderator for guest(s)

# Planning Tips

- Create & refine syllabus down to weekly detail
  - Share outline with students
- Have course and weekly class goals
  - Set context of each session within course
- Anticipate ways to adjust pace of course

# Personal Zoom Account

- Sign up on [zoom.us](https://zoom.us) – click 
- Free account
  - Unlimited time for 2-person meeting
  - 40 minute limit for 3+ persons
- Paid account \$15/mo (or \$150/year)
- Schedule meeting or start “instant” meeting
- Practice presenting on Zoom
  - With family or friend
  - On second device (without audio)

# Resources

- [OLLI Instructor website](#) (e.g., Tip Sheets)
- [olliatduke.online/instructors](https://olliatduke.online/instructors)
  - Slides and recordings of training sessions
  - Training session calendar
  - Equipment list
  - Instructions to update Zoom
  - Need help? Click **Request Tech Support** button

Reminder: Update to latest Zoom!

**Questions?**

**Contact:**

**[howard.koslow@gmail.com](mailto:howard.koslow@gmail.com)**

Please provide feedback  
on this session  
in Zoom chat

**Removed Slides**

# Guest Speaker

Ruth Caccavale – OLLI at the Nasher

## Tip: Organizing Slides

- PowerPoint sections -or- Keynote Groups
- Keep entire course content in one slide deck
- Group slides for each week
- Move slides between weeks as needed
- Print each week's slides as PDF for students