

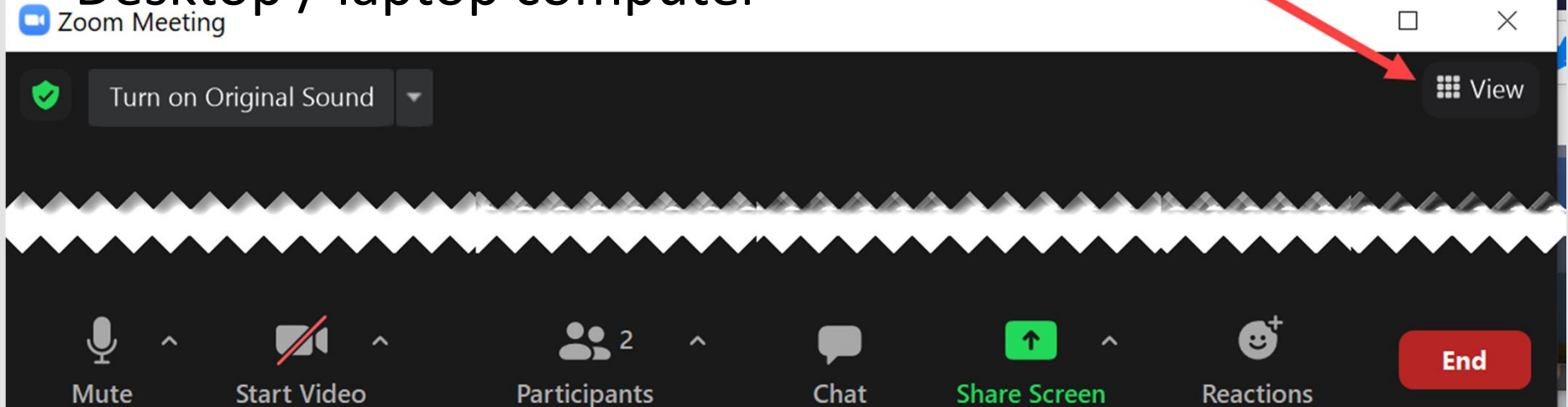
Online Teaching

OLLI at Duke
January 2021

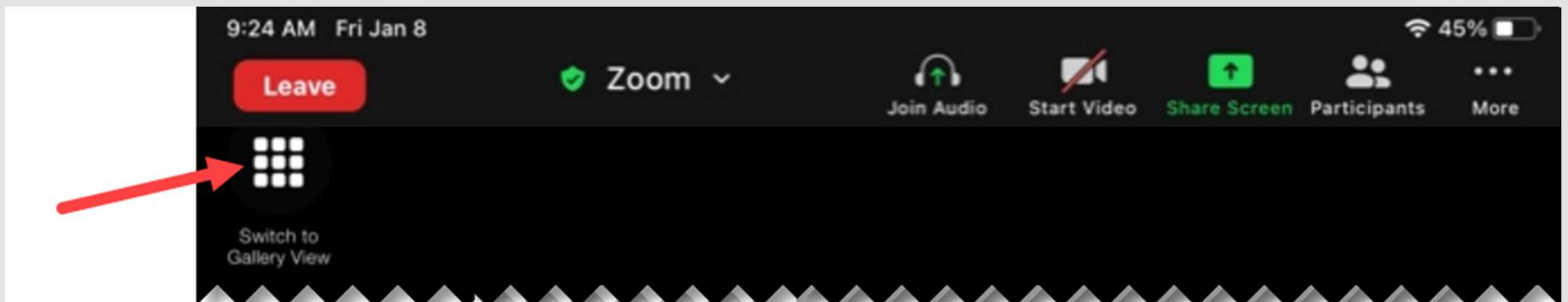
Howard Koslow
Chair, IT Committee

Zoom: View Controls

Desktop / laptop computer



Mobile device



Intro: Try Zoom Chat

What course are you teaching in the Fall?

Agenda

- Online Teaching Styles and Tips
with Ruth Caccavale, “OLLI at the Nasher” instructor
- OLLI Zoom Class Protocol
- Next Steps

OLLI Winter 2021 Term

- All online using Duke Zoom account
- 59 courses across wide range of topics
 - 70 instructors, 20+ guest speakers
- Ten-week term (Feb 15 – Apr 23)
 - 3 – 10 sessions
- Default class length 75 minutes
- Mix of interaction styles

Online Teaching Styles and Tips

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

Active Participation Courses

- Instructor approaches
 - Explain/demo then students do it
 - Students follow instructor in real time
- May include some lecture or discussion
- Students typically turn 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

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

Zoom Chat Question

What are ways to engage students
in your course?

Tips to Engage Students

- Use graphics and media
 - Play short video or music clips
- Ask students questions
 - Zoom “reactions”
 - 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

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 interactions
- Volunteer tech: optional
- Guest speaker(s)

Pre-Class

- Staff starts Zoom 30 minutes before class time
 - Instructor (and moderator) join
 - Check out audio, video, 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

- End on time!
 - 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

Between Classes

- Instructor communicates with students
- 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 session: Jan 22
 - Instructors will be invited
- Instructor helps choose their moderator
- 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

Q&A Pause

Do you have a question or
an online teaching moment to share?

Next Steps

Training

- Zoom for Instructors – Jan 19, 21 (same content)
 - Technology for Zoom
 - Zoom features for instructors
 - Using Learnmore Instructor Portal
- Zoom “Special Topics” – Jan 26
 - 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
 - Jan 27 – Feb 5
 - Small groups or 1-on-1 if requested
 - Sign-up for slots starting Jan 20
- Rehearsals (**mandatory**) - with staff + moderators
 - A week prior to term start – Feb 8-12
 - At your course assigned day & time (or reschedule)
 - Invite (with Zoom link) emailed by Feb 5

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
Jan 2021	4	5	6 New Instructor Orientation	7	8 Zoom Basics/Refresher
	11	12	13	14 10 AM - Online Teaching	15
	18 <i>MLK Day</i>	19 1 PM - Zoom for Instructors	20 <i>Inauguration</i>	21 10 AM - Zoom for Instructors	22 Moderator Info Session Zoom Basics/Refresher
	25	26 Winter Term Registration 10 AM - Zoom Special Topics	27 Winter Term Registration	28	29
	1	2	3	4	5
Feb	8 Rehearsals* Mon classes	9 Rehearsals* Tue classes	10 Rehearsals* Wed classes	11 Rehearsals* Thu classes	12 Rehearsals* Fri classes
	15 Winter Term Starts	16	17	18	19
	Instructor Zoom Practice Sessions				

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)

Personal Zoom Account

- Sign up on 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
 - 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!

Q&A

Any more questions?

Contact:

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