

Preparing for Distance Delivery

The Learning Innovations Team

Are You Ready for Distance Delivery?

The following provides instruction for adapting a face-to-face course to the online digital environment using WSU licensed technology available to students and faculty.

If you would like further assistance with any of the technology presented here, please [contact us](#).

Developing a Plan

Moving from face-to-face to online

Developing a Plan: Things To Keep in Mind

- ✓ Where and when will you be teaching?
- ✓ How will you deliver course content?
- ✓ How will students interact with each other and with you?
- ✓ What work will students need to complete?
- ✓ How often will you be present online?
- ✓ How will you assess your students?



Developing a Plan: Tech Tools Available to You

Blackboard: A learning management system where you will house your syllabus, course schedule, materials and links

Panopto: A video capture tool that allows you to record your web cam and computer screen. You can build your lecture (or short videos), incorporating your PowerPoints, quizzes, and YouTube videos.

Zoom: A web conferencing tool that allows synchronous connectivity with your students.

Developing a Plan: Maintain Class Presence

Building Community (Blackboard and Zoom)

Lectures (Zoom or Panopto)

Material Distribution (Blackboard)

Course Discussions/Group Work (Blackboard and Zoom)

Assessments (Blackboard)

Office Hours (Zoom)

Blackboard

Activation and Implementation



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Activation and Initial Setup

- ❑ Activate your blackboard course space
- ❑ Organization: AOI can provide you a template
- ❑ Upload files:
 - Syllabus
 - Course schedule
- ❑ Enable (make available to students)

Blackboard Features

- Discussion boards
- Built-in assessments
- Gradebook and rubrics

If you would like additional training on Blackboard activation and features, please [contact us](#).

Zoom

Configuration and Implementation



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Zoom Initial Configuration

For initial configuration, please visit wsu.zoom.us and select the sign-in link (This step needs to only be done once).

Adding Zoom Link to Blackboard

- ❑ Select the plus symbol in the upper left-hand corner of the sidebar menu, above the course ID.
- ❑ Select 'Tool Link'
 - a. In the 'name' field type "Zoom"
 - b. In the 'Type' dropdown menu, select 'Zoom Meeting'
 - c. Select the box next to 'Available to Users'

You should now see the zoom link in the sidebar menu.

Schedule a Meeting

Select the zoom link you created in the sidebar menu and then select 'Schedule a New Meeting'. Essential details to review and or populate are:

1. Topic: This will populate with the name of your course
2. When: Choose a day and time
3. Duration: Choose a value for hours and minutes
4. Time Zone: Select Pacific Time (US and Canada)
5. If this meeting is recurring, select the box marked 'recurring meeting' choose the type of recurrence, how often it is repeated and the end date or number of occurrences.

Schedule a Meeting (cont)

Other options to consider:

1. Mute audio of participants upon entry
2. 'Enable join before host' is checked by default
3. Automatic recording (If you choose automatic recorded, it is suggested you uncheck 'Enable join before host').

Recording Availability and Storage

Your recordings will be stored in the cloud by default. You and your students can view these recordings under the 'cloud recordings' tab on your blackboard course zoom landing page.

Zoom Features

- Annotation
- Screen and file sharing
- Chat
- Whiteboard
- Polling
- Breakout rooms

If you would like additional training on Zoom configuration and its features, please [contact us](#)

Zoom Resources

[Using Zoom in your Blackboard Course Space](#)

Panopto

Configuration and Implementation



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Panopto Initial Configuration

To begin initial configuration, please visit [setup Panopto in blackboard.](#)

Panopto Features

- Create a quiz
- Insert a YouTube video
- Create a table of contents (table of contents will automatically generate if you use the capture PowerPoint feature)
- Automatic captioning

Creative Uses

- Mini-Lessons
- Student Presentations
- Supplemental Class Materials
- Flipped classroom
- Assignment Details
- Feedback
- Class Summary



Panopto Resources

Further training materials can be found at here in our [Panopto tutorials](#).

Maintaining Community

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Ideas for Engagement

- Group work (Blackboard and Zoom)
- Course Discussions
- Videos
- Questions for the Instructor Discussion
- Office Hours via Zoom

Assessing Learning

- Quizzes and Tests
- Group work (Blackboard and Zoom)
- Course Discussions
- Videos

Addressing Accommodations

- Are you aware of any disability accommodations your students may have?
- What will you do to address them in the digital environment?

Making Content Accessible

To ensure that the diverse needs of our learners are met, we encourage you to make as many of the documents you post online accessible. If you would like guidance and/or assistance , please [contact us](#).

Sample Course

To view a course that uses some of the technology presented here please visit [Soil SCI course, Soil: A Living System](#)