TOOLS AND TRAINING TO TEACH REMOTELY

In the event that faculty and students cannot meet face to face or prefer an online modality, UTA provides a number of tools for faculty to engage with their students remotely. UTA's Center for Distance Education (CDE) is available to support faculty by offering a range of virtual and face-to-face trainings, as well as individual assistance; the Office of Information Technology (OIT) also offers a menu of tools that facilitate classroom interaction.

Canvas is UTA's Learning Management System and all faculty have course shells with students enrolled, and a variety of built-in tools for video conferencing, virtual office hours and digital whiteboards. We encourage all instructors to familiarize themselves with these tools and have a plan in case of inclement weather, travel, illness or other circumstances. Below are suggested ways to connect with students, organized by the type of activity and a document containing tips may be found here.

You can also find additional information and resources on teaching remotely on the CRTLE website, including recordings of previous training sessions.

INSTRUCTOR PRESENTS INFORMATION TO CLASS

Activity	Methods	Tools Needed*	Support/Help
Instructors record the lecture and share it with students	**Use Canvas Studio** to record a lecture and share the recording with the class on a page with additional text (best for pre-planned recording, when either students or instructor will be remote) How To Information - Canvas	A computer and webcam Faculty can request webcams from Don Lane by contacting him at dklane@uta.edu	Center for Distance Education (CDE) Email: cdesupport@uta.edu Phone: 817-272-5727 24/7/365 Help is available through Canvas via chat or phone: 855-597-3403 LiveChat with Canvas Support
Instructors record the lecture and share it with students	Use Echo360 to record a live lecture and post it in Canvas (best for when students are remote) How-to Information: 1. Lecture Capture in the Classroom – in classrooms outfitted with Echo360 recorders, the content from the projector, a video camera, and a microphone are combined into a dual	A computer and webcam. Faculty can request webcams from Don Lane by contacting him at dklane@uta.edu or	Educational Technology Support Services – Don Lane Email: dklane@uta.edu Phone: 817-272-3296

image presentation.

2. Echo360's Universal Capture: Personal – free software that can be loaded onto university or personal PCs (Mac or Windows 10). The software will capture the PCs screen, a web camera, and audio. The presentation is automatically uploaded to the Echo360 server and added to the Echo360 recording portal or can be shared with students.

3. Echo360 Mobile Upload App – this free app allows instructors to record audio and video from the mobile device and upload it directly to their Echo360 recording portal. This tool is good for quick updates and small modules.

If you have existing content for courses on the Echo360 server from previous semesters, you can share that content with students in your current course.

817-272-3296

Instructors record the lecture and share it with students	Use Teams or Stream to allow instructors to easily record lecture and slides, and share the recording with the class via Stream. (Best for when instructor is remote). How-to Information: How to Install Teams	A computer, camera and Teams (instructor will need to add students to the Team)	Office of Information Technology (OIT) https://webapps.uta.edu/oittraining/ Phone: 817-272-2208 Chat: go.uta.edu/chat ServiceNow: ithelp.uta.edu

How to Schedule a Meeting

How to Join a Teams Meeting

Microsoft Meetings Resources

Faculty can request webcams from Don Lane by contacting him at dklane@uta.edu or

817-272-3296

Email: helpdesk@uta.edu

STUDENTS AND INSTRUCTORS INTERACT ABOUT COURSE CONTENT

Activity	Methods	Tools Needed*	Support/Help
Students and instructors hold a virtual class or review session with video conferencing	**Canvas Conferences with Big Blue Button** allows small, medium, and large courses to meet virtually. Tools include: chat, whiteboard with collaborative option, screen sharing, presentation upload, annotation tool, polling, file sharing, breakout rooms. How To Information	A computer, camera, students are pre-added to Canvas. Instructor must schedule the session ahead of time	Center for Distance Education (CDE) Email: cdesupport@uta.edu Phone: 817-272-5727 24/7/365 Help is available through Canvas via chat or phone: Canvas Support Hotline 855-597-3403 LiveChat with Canvas Support
Students and instructors hold remote class	**Canvas Discussions** allow students and instructors to hold a virtual class discussion	Must set up ahead of time. A computer,	Center for Distance Education (CDE) Email: cdesupport@uta.edu

discussion or activities	from various remote locations. (best for asynchronous discussion) How To Information	camera, students are pre-added to Canvas	Phone: 817-272-5727 24/7/365 Help is available through Canvas via chat or phone: 855-597-3403 LiveChat with Canvas Support
Students and instructors hold remote class discussion or activities	**Canvas Groups** allow the instructor to quickly and automatically break students into pairs or groups for a course activity like think-pair-share via a Group Discussion or Assignment. How To Information	Must set up ahead of time. A computer, camera, students are pre-added to Canvas	Center for Distance Education (CDE) Email: cdesupport@uta.edu Phone: 817-272-5727 24/7/365 Help is available through Canvas via chat or phone: 855-597-3403 LiveChat with Canvas Support
Students and instructors hold remote class discussion or activities	**Teams** covers a similar use case to Canvas Discussions and Groups. Does allow for students to dial in. Teams allows the instructor to break students into pairs or groups for a course activity like think-pair-share via a Group Discussion or Assignment. How-to Information: How to Install Teams How to Schedule a Meeting How to Join a Teams Meeting	A computer, camera and Teams (add Students to class)	Office of Information Technology (OIT) https://webapps.uta.edu/oittraining/ Phone: 817-272-2208 Chat: go.uta.edu/chat ServiceNow: ithelp.uta.edu Email: helpdesk@uta.edu

	Microsoft Meetings Resources Microsoft Teams For Classes		
Students and instructors hold a virtual class or review session with video conferencing	Video conferencing with **Teams** allows for instructors to deliver lectures, with the option to make selected students active/visible for question and answer or discussion. Tools include: chat, whiteboard, screen sharing, breakout rooms, file sharing. <u>Does allow for students to dial in.</u> How-to Information: How to Install Teams How to Schedule a Meeting How to Join a Teams Meeting Microsoft Meetings Resources Microsoft Teams For Classes	A computer, camera and Teams (add Students to class)	Office of Information Technology (OIT) https://webapps.uta.edu/oittraining/ Phone: 817-272-2208 Chat: go.uta.edu/chat ServiceNow: ithelp.uta.edu Email: helpdesk@uta.edu

INSTRUCTOR AND STUDENT MEET INDIVIDUALLY

Activity	Methods	Tools Needed*	Support/Help
Individual instructor-	**Teams** allows quick and simple creation of one-on-one	A computer, camera and	Office of Information Technology (OIT)

student meeting (e.g. office hours)	videoconference. Can be scheduled through Google Calendar. <u>Does allow for students to dial in.</u> Tools include: screen-sharing, auto-captions (best for impromptu meetings). [How to Install Teams](#) [How to Schedule a Meeting](#) [How to Join a Teams Meeting](#) [Microsoft Meetings Resources](#)	Teams (add Students to class)	https://webapps.uta.edu/oittraining/ Phone: 817-272-2208 Chat: [go.uta.edu/chat](#) ServiceNow: [ithelp.uta.edu](#) Email: [helpdesk@uta.edu](#)
Individual instructor-student meeting (e.g. office hours)	**Canvas Conferences** allow full-featured, one-on-one videoconferences. Can be scheduled through the Canvas Calendar tool. Tools include: screen-sharing, slide/document upload, whiteboard, annotation tools, file sharing. (best for already planned meetings, especially to discuss course documents) [How-to Information](#):	Must set up ahead of time. A computer, camera, students are pre-added to Canvas	Center for Distance Education (CDE) Email: [cdesupport@uta.edu](#) Phone: 817-272-5727 24/7/365 Help is available through Canvas via chat or phone: [Canvas Support Hotline](#) 855-597-3403 [LiveChat with Canvas Support](#)

* - Any headset with a microphone using Bluetooth (such as air pods) or a wired connection to your computer or mobile device, should be able to work with Microsoft Teams. If you would like to purchase one through [Mav eShop](#) the prices in the Staples store range from $30 and up.

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