



E-Learning, Innovation,
and Teaching Excellence
MONTGOMERY COLLEGE

Introduction to the Virtual Classroom



DESCRIPTION

This **self-paced training** course is designed to help you better understand the details of Virtual Classroom Instruction. You can expect to allow approximately 45 minutes to read and complete the activities in this course.

This course for Faculty who:

- Will use a Virtual Classroom Platform
- Want to transition to Virtual Instruction.
- Have access to Montgomery College Blackboard Collaborate Ultra and an MC Zoom account



Outcomes

- Recognize the availability and differences of three Virtual platforms at MC
- Follow seven steps to Virtual Class Planning
- Identify where to find help and resources for Montgomery College's Virtual Conferencing platforms
- Identify the 5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote.



Agenda

- Welcome
 - Outcomes
 - Agenda
- Virtual Conferencing Platforms: Collaborate Ultra, Zoom, Office Teams
- Virtual Classroom Preparation
- Transition: Five phases of transferring from onsite to virtual classroom instruction
- Resources



In the ad business, we talk about “using the medium”: the notion that you can’t take material from one medium, like a Coca-Cola sign, and slap it on another medium, like Instagram. You must rethink everything when starting on a new medium and redesign the content for the medium.

Higher Education, Stephen Hesh 2020



What is a Virtual Classroom?



What is a virtual classroom?

"A virtual classroom is a teaching and learning environment where participants can interact, communicate, view and discuss presentations, and engage with learning resources while working in groups, all in an online setting. The medium is often through a video conferencing application that allows multiple users to be connected at the same time through the Internet, which allows users from virtually anywhere to participate.

A virtual classroom is also known as a virtual learning environment (VLE)."

Techopedia. February 25, 2019



Content: Synchronous / live / Supervised

Advantages

- Teacher-student interaction
- Immediate Answers
- Focus on content

Disadvantages

- Scheduling
- Distractions



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Content: Asynchronous / Self-paced / Unsupervised

Advantages

- Flexibility
- Controlled environment
- Student's own pace

Disadvantages

- Unmonitored attention
- Wait time for answers



[This Photo](#) by Unknon author is licensed under [CC BY-SA-NC](#).



What were the two methods of online instruction explained in this section?

Which method are you using to take this course?



What are the MC sponsored platforms?



The Platforms: Options owned and supported by Montgomery College

- ✓ Technical Assistance
- ✓ More/Different Features than standard account
- ✓ LMS Integrations



Virtual Instruction, Conferencing or Meeting PLATFORMS at Montgomery College

Intro to Virtual Classroom, ELITE M. Jackson



a) Blackboard Collaborate Ultra

Fully Integrated with the Blackboard LMS. Designed for professional classroom collaboration. Collaborate offers live audio/video, break-out discussions, archived class sessions, attendance integration, whiteboard and more. <https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html>

b) Zoom

Partially Integrated with the Blackboard LMS. Designed for video meetings and conferencing. Zoom offers live audio/video, breakout discussions, whiteboard and more. <https://www.montgomerycollege.edu/documents/offices/academics-affairs/covid-19-contingency-plans/resources/zoom-videoconferencing.pdf#search=zoom%20guide>

c) Microsoft Office Teams

Not integrated with the Blackboard LMS. Designed for collaboration, communication and content creation and sharing. Teams is a digital hub that brings conversations, content, assignments, and apps together in one place. <https://info.montgomerycollege.edu/offices/information-technology/work-from-home/#office365onedriveandmymc>

Ultra or Zoom? Digging into some Differences



Blackboard Collaborate Ultra and Zoom Feature Comparison

	Features	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Invite guests with URL	Yes	Yes	Yes
2	Session recording	Yes	Yes	Yes
3	Download Recording	Yes	Yes	Yes
4	Automatic meeting recording	No	Yes	No
5	Session is being recorded announcement	Yes	Yes	No
6	Mobile App	Yes	Yes	Yes
7	Breakout rooms	Yes *	Yes	Yes
8	Share/Push Content to/from Breakout Room	Yes	No	No
9	Polling	Yes	Yes	Yes
10	Download Chat	No	Yes	Yes
11	In-meeting chat and private chat	Yes	Yes	Yes
12	Anonymize chat in a recording	Yes	No	No
13	Maximum number of attendees	≤250	≤300	≤300
14	Annotation Tools	Yes	Yes	Yes
15	Session time limit	No	No	No
16	Session timeout due to inactivity	Yes *	Yes *	Yes *
17	Share files, PowerPoints, PDFs, images to the whiteboard	Yes	No.	No.
18	Application Sharing and Screen Sharing	Yes	Yes	Yes

<https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html>



Tutorials and Helpful Resources



FAQ for Zoom and Collaborate Ultra

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How can I adjust audio settings in Zoom?

[Link to help set up your audio settings in Zoom](#)

Where can I go for Zoom technical support?

[Link to Zoom Technical Support](#)

How can I join and start a Zoom meeting not in my course?

Go to <https://montgomerycollege.zoom.us/>

Link to the [Zoom Video Conference Guide](#)

Where can I find more information about Zoom accessibility?

Link to [Zoom Accessibility at MC](#)

Is it true that MC employees have multiple Zoom accounts?

There are three types of Zoom accounts, basic, licensed, and as an LTI within a Blackboard course. The basic account is generally used for personal accounts and only allows you to have a 40-minute Zoom session. The licensed account is generally used for business and does not have a time limit on Zoom sessions. The Blackboard add-on is for Instructors and students. [Link to multiple Zoom accounts at MC](#)

Videos – Creating Collaborate Sessions

How do I create a collaborate session?

[how to create a collaborate ultra session](#)

With collaborate, there is nothing to install, everything simply runs in the browser.

How can I record a Collaborate session?

[record a collaborate session.](#)

Can I allow students to use my room for their study group?

9

We recommend that if you want to have a room for a study group that you create a session for that purpose alone. This way, it is always available when the students need it. The best way to do this is to allow your students to join the session as moderators or presenters. As moderators they have full privileges. As presenters they are limited to sharing content privileges.

Moderator

What do I need to moderate a Collaborate Ultra session?

To moderate a Blackboard Collaborate Ultra session, you will need:

- A computer with an updated version of Google Chrome or Firefox browsers installed.
- An internet connection. Preferably not wireless.
- A microphone to capture audio.
- A webcam if you plan to share video.

What is the Course Room?

The course room is an open Collaborate session dedicated to your course that is always available for faculty and students. It can provide a convenient launch point for classes or impromptu meetings. Students can join the course room without the instructor if left unlocked.

What is the difference between my Open Course Room and a Scheduled Session in Ultra?

There are two ways you can use Collaborate Ultra in a Blackboard course.

<https://www.montgomerycollege.edu/documents/offices/elite/zoom-ultra-faq.pdf>



Technology Best Practices

- Always have and use your most current and latest version of your browser
- Minimize the use of mobile device for teaching or learning on virtual platform
- Check the specific requirements required for each platform
- Contact OIT for any Technical Assistance
- Have access to MyMC and College email.
- Get training and ask for help when needed <https://info.montgomerycollege.edu/offices/information-technology/services/index.html>



How do I prepare to teach in a Virtual Classroom?



The Preparation: Virtual Classroom



7 Steps to Preparing for your Virtual Class Session

1. **Choose your Platform**, considering accessibility, skill and outcomes
2. **Choose your format**, according to your learning outcomes
3. **Plan your Classroom Management**, according to your participants
4. **Host Practice Sessions**, with co-teacher/host, colleagues or lead students
5. **Send Pre-Session Announcement**, with platform instructions and prep tasks
6. **Facilitate your session**, according to Remote Best Practices
7. **Archive your session**, considering accessibility



Reading Break:

Teaching Practices for your Virtual Classroom

<https://www.insidehighered.com/sponsored/teaching-practices-your-virtual-classroom>

Turning Highly Technical Content into an Engaging Learner Experience

<https://trainingindustry.com/magazine/issue/how-to-turn-highly-technical-content-into-an-engaging-learner-experience/>



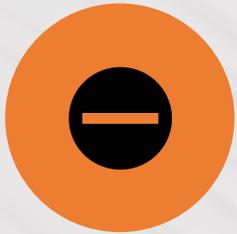
How do I transition from Face to Face to Virtual Instruction?



The Transition: Onsite Classroom to the Virtual Classroom



E-Teaching made Easy



ENTRY



ESTABLISH



ENGAGE



ENCOURAGE



EXIT

5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote: M. Jackson 2020



E-Teaching made Easy



Entry

How we encounter our learners



Establish

How we agree on the expectations



Engage

How we meet our learners where they are



Encourage

How we motivate learning to continue



Exit

How we end the learning experience



Example: Entry

Entry

Physical Classroom



-Instructor and Classroom ready prior to class start; advance preparation time (15min)



- Turn on projector and display presentation welcome slide



-Greet Participants with eye contact individually and address any concerns



-Take attendance; excusing any nonregistered participants

Virtual Classroom

-Instructor and classroom ready prior to start; advance preparation time (15min)

-Activate your digital platform and load your content

-Greet each participant as they log on. Address individual issues through a) pre-communicated office hours and via email b) monitoring the chat*, private and group.

-Note attendance; removing any uninvited participants

5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote: M. Jackson 2020



ACTION: Visualize yourself walking into your virtual classroom.

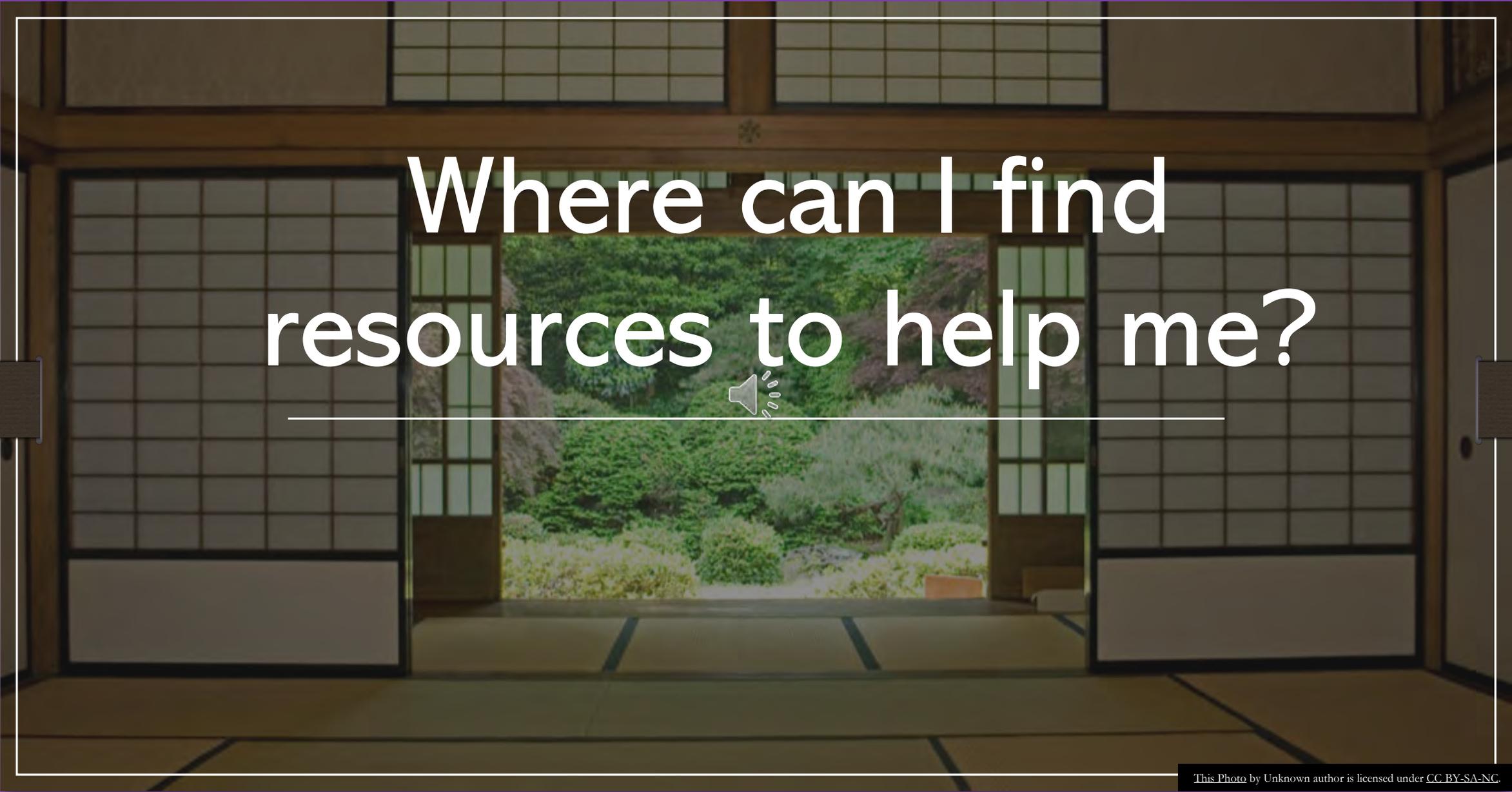
What could get in the way of you being ready 15 minutes before your virtual class begins?

What do you want your students to see when they log into your session?

How will you handle any unwelcomed students?

ACTION: Make an ENTRY Checklist for yourself with the visualization you want to experience for yourself and your students.



A photograph of a traditional Japanese interior, likely a tatami room, with a view of a lush green landscape through a sliding door. The room has dark wood frames and light-colored tatami mats. The landscape outside is filled with green trees and bushes. The text "Where can I find resources to help me?" is overlaid in white, with a small speaker icon below it. A white horizontal line is positioned below the text.

Where can I find
resources to help me?

Resources and Help Virtual Classroom



Virtual Classroom Training

Holding Virtual Classroom In Blackboard Collaborate Ultra and Zoom

You can expect to learn:

- How to use Collaborate Ultra, with a review of using Zoom
- Instructional best practices for delivering class in Ultra or Zoom
- Rationale for settings and features
- The Blackboard Integration of Ultra and Zoom
- How to apply Moderator and Participant permissions
- Strategies and Practice with breakout rooms, polling and other features



Resources and References

Support

- Blackboard Collaborate Ultra Webpages (ELITE) <https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html>
- How to set up free MS Office Account, obtain MCID and MS Outlook email and calendar. Work from home tools(OIT) <https://info.montgomerycollege.edu/offices/information-technology/>
- Zoom Reference Guide OIT https://info.montgomerycollege.edu/documents/offices/information-technology/forms/zoom_videoconferencing.pdf

Handouts

- Teaching Practices for your Virtual Classroom <https://www.insidehighered.com/sponsored/teaching-practices-your-virtual-classroom>
- Ten Virtual Training Features for online <https://trainingindustry.com/articles/remote-learning/10-virtual-training-features-that-mimic-in-person-training-spon-readytech/>
- E-Teaching Made Easy: Transferring from F2F to Virtual https://montgomerycollege0-my.sharepoint.com/:b:/g/personal/mande117_montgomerycollege.edu/EURqmlsqGBpLi6R5GrCiE4wBwbgsAJYBp6-L_5RMiuVjug?e=DCKY5e
- What is a Virtual Classroom <https://drexel.edu/soe/resources/teacher-resources/virtual-classroom/>



HELP

Technical assistance/training on Zoom; Office 365

- *by email* at itservicedesk@montgomerycollege.edu
- *by web chat* on OIT's web page:
<https://info.montgomerycollege.edu/offices/information-technology/>
- *by phone* at 240-567-7222

Technical assistance on Blackboard Collaborate Ultra:

- *Report an Issue* from within Collaborate Ultra
- *By Help Link* from inside Blackboard site: Click Help link at the bottom of the Instructor's Control Panel, or visit <http://behind.blackboard.com>
- *By phone* – 877-382-2293



Thank You

Marcy Jackson

ELITE

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[Please click to complete Survey](#)

