

Rockville Work Group Meeting Notes

April 6, 2020

Attendees: Laura Anna, Gloria Barron, Sara Kalifa, Michele Knight, Angela Lanier, Carlos Molina, Emily Rosado

What is working well so far with remote teaching?

- Chemical and Biological Sciences set up a unit-wide Blackboard community to serve as a repository for remote teaching resources from ELITE's website, relevant emails, and other resources. It has been helpful to have everything in one place.
- Blackboard Collaborate Ultra is working well. Both students and instructors are finding it to be user-friendly.
- Recoding live Zoom sessions during the regular course so that anyone who could not attend can watch later.
- Group Me is working well for quick, easy questions.
- Surveying students at the beginning to learn about their challenges, technology access, exceptional circumstances.

What tips can you share with others?

- Communicate, communicate, communicate. Send an announcement to students at least one time per week. Respond to emails often and as soon as you can so that they know that you are "there."
- Check in with students who have not logged in during the week to make sure they are okay.
- Repeat essential information. Ex. remind them of due dates/assignments.
- Remind faculty that this is "remote" teaching not "online teaching." Instructors are not expected to set up a Quality Matters certified online course. Focus on setting up files, establishing communication and assessing performance.
- To prevent "zoom bombing" use password and waiting room features for Zoom meetings.
- Use an on-screen timer to help stay on track during live sessions. (www.timer-tab.com)
- Focus on one concept per class session. For each live session, present a 20-minute lesson and leave the rest of the time for discussion and questions.
- You do not have to have a live session for every face-to-face meeting. Ex. If you teach M-W-F, hold live session Monday, reserve Wednesday for students to work independently, use Friday for live office hours.
- Be flexible!

What additional support is needed?

- Many instructors are concerned about assessment (specifically possible cheating issues) and looking for ideas for how best to evaluate student learning. The alternative assessment Zoom session will be recorded and posted for review along with a supplement of more ideas compiled by Samantha Veneruso. Angela will let the group know when this resource is posted.
- When using Blackboard Collaborate, is it possible to join two different classes so that you can invite students from any section of the course to one review session? Gloria provided the

following guidance for this: Instructors can send a guest link to students from different courses. They can lock the course until the session starts and after participants join. In addition, to maintain security, the instructor can remove any unauthorized participant who joins the session.