

Strategies and Tips for Emergency Remote Teaching

Welcome to emergency remote teaching. This guide will provide some resources as you prepare. Please review the [MC Emergency Remote Teaching Guidelines](#) site, especially the Strategies and Instructor Resources sections. We keep adding new webinars and information.

Let's talk about emergency remote teaching. To begin...

Create Strong Communication Channels

Contact your students to let them know what is happening and what to expect. For valuable tips on what to say to your students, see the *START HERE: Preparing for Success* section of the [Quality Matters Emergency Remote Instruction \(ERI\) Checklist](#).

You may need to contact some students by telephone. If you are unable to contact some of your students, the counseling department can assist you in reaching out to them. Contact your favorite counselor or the counseling dept. on your campus.

MC offers financial assistance for students in need. IT may still have laptops to lend. See the article [MC and Its Foundation Are Helping Students with Tuition, Books and Laptops During the COVID-19 Crisis](#). For more information, contact FoundationFinance@montgomerycollege.edu.

See a longer list of resources for students and employees at [MC Coronavirus: What You Need to Know](#).

Get students to install Outlook / MC email and the Blackboard app on their mobile phones. Send the instructions below.

Install Outlook / MC Email on their Phones

1. Search for Microsoft Outlook in the App Store (iPhone) or the Google Play Store (Android).
2. Download and install.
3. Launch Outlook Mobile.
4. Login with MyMCID@montgomerycollege.edu e.g., jdoe23@montgomerycollege.edu
5. The password is the same password used to login to MyMC.

Turn Off Clutter in Office 365

1. Go to Settings by clicking on the Gear icon in the upper right.
2. Search for “**Clutter**” and select the option when it appears.
3. Uncheck “Separate items identified as **clutter**”.
4. Click the Save button.

The Montgomery College IT Service Desk will provide technical support:

Phone: [240-567-7222](tel:240-567-7222) or E-Mail: ITServiceDesk@montgomerycollege.edu

Install the Blackboard App

The Bb app for students is the one with the pencil icon. It only requires students to login once with MyMC credentials. From that point on, tap and the app opens.

Note: **Course Mail** is found under Course Content. The App will enable students to read announcements, course content, course mail (if you are using it), and contribute to discussions. It works with most questions types in Bb Assessments. It should work well with multiple choice, true/false and similar questions.


Notes:

- Professors can install "Blackboard Instructor." The app will enable you to keep up with course mail and discussions when you are away from a computer.
- Collaborate Mobile is only for Collaborate Original.
- Collaborate Ultra runs through the browser, even on a mobile phone, so there is no need for an app.



Blackboard
Blackboard Inc.
4.0 ★



Blackboard Instructor
Blackboard Inc.
3.8 ★  Installed



Blackboard Collaborate™ Mobile
Blackboard Collaborate, Inc.
3.2 ★

Use GroupMe or Remind to create a network of their peers

Many professors have begun using GroupMe. It's a group texting app. All messages go through the app so no one has to reveal his or her private cell phone number. That has advantages for the professor and students. Most importantly, once the professor trains students to assist each other, students find that they have a network of 25 or 30 of their peers they can rely on. To create a group go to: <https://groupme.com/>

Many professors in the business department and elsewhere have been using it with positive results. Teach students to help each other. You can silence the notifications so that you can sleep. The ATPA coaches use the Remind app. It is very similar.

NOTE: If you want students to type equations, try using Piazza instead. See Piazza.com

Post Announcements in Bb and Send as Email

You can type important messages once. Post an announcement in your Blackboard course site and simultaneously send the announcement as an email to your students' MC email addresses. Once they have MC email / Outlook on their phones, they will be much more responsive. When creating or editing an announcement select the checkbox next to *Email Announcement*.

Email Announcement



Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

Review your schedule

Decide which readings, assignments, and assessments to keep or modify.

I like this article on [Getting Students to Do the Readings](#) by Linda Nilson. The article is deceptively easy to read. I suggest viewing most paragraphs as a checkbox item. Do you have that element? If yes, move on. If not, how can you add it? Note: Don't get hung up on the first paragraph 😊 *Consider this a teachable moment that can enable students to become college-level learners who excel at Montgomery College AND in 300 and 400 level courses at a four year institution.*

For more resources, see the Counseling page: [Watch our Strategies for Success Videos!](#) Scroll to the bottom of the page for videos on Note Taking, Tackling the Textbook, Personal Responsibility, Time Management, and Test Taking.

Create Learning Modules in your Blackboard Course Site.

The goal is for students to enter the module for the current week to find everything they need to get the work done. Here are some elements to include.

1. **Introduction and Objectives.**
 - Tell students what they will learn and why it is important. The introduction should *motivate and prepare* students for the work ahead.
 - Tell your students what they should be able to do by the end of the week. Clear objectives begin with an action verb that indicates the performance you will require on the assessment.
2. **A list of the assignments due in the current week.** Create a simple list of everything that is due in the current week. Good students will use it a checklist.
3. A **“study guide”** to ensure that students know what you want them to learn from the readings and course materials. It can be a set of objectives, or a list of questions, or any approach that works. The key is to answer your students' question, “What do I need to learn?” and to direct their attention as they study the course materials. Next: How will you assess the study guide? Common strategies include a quiz, or requiring students to submit written answers to the study guide questions, or discussion prompts that are an extension of the study guide questions or any creative combination.
4. **Organize all materials needed to complete the assignments inside the module.** Include links to the assignment drop boxes, e-lectures, quizzes, articles, web sites, etc. Links to discussion forums can be useful.

Tip: Use Student Preview Mode to check your work.

See the video on [Creating learning modules, adding Items \(pages\), and embedding video](#)

or paste this URL into your browser <https://youtu.be/teeVsxjdE-w>

Options for Lecturing

1. Create video playlists that supplement the readings

Organize videos on pages (Items) in learning modules in your Blackboard site. See the section below *Create Your Own Videos and Embed in Bb* for instructions.

Create Teaching Presence

Add your instructions before each video and after to transition students from one video to the next and the next. You would never just walk into class, throw a video up on screen and say, “Here. Watch this.” Don’t do it online. Think of what you would say in class before a video and write those instructions so students know what you want them to learn. Think of how you would move students from one video to the next and write those instructions.

2. Create Your Own Video Lectures

Use Screencast-O-Matic to narrate PowerPoint presentations or create videos of anything that appears on your computer screen. See the section below *Create Your Own Videos and Embed in Bb* for instructions on using Screencast-O-Matic.

3. Teach by Webinar

You can still hold class at the regularly scheduled time and teach by webinar. Record the session and paste the link to the recording in the current module for students to review or for those unable to attend. There are two options, Blackboard Collaborate and Zoom.

Bb Collaborate Ultra

Blackboard Collaborate Ultra is now available. It is a webinar platform built into every Blackboard site. Your students already have access to it through your course site though the Tools link on the left-hand course menu.

- See a quick primer on using [Bb Collaborate Ultra](#)
- If you are using Collaborate Original, see [MC Professor Rick Pires’ video](#).
- For upcoming training sessions, see the [Remote Professional Development](#) section of the Emergency Remote Teaching Guidelines.
- See the [Blackboard Collaborate page](#) for instructions on using the features of Collaborate Original and Collaborate Ultra.

Zoom

Montgomery College MC has a Zoom account. Go to <https://montgomerycollege.zoom.us/> Sign in with your My MC ID and password. See the [IT Work From Home Tools](#) page for a Zoom quick start guide and to access a LinkedIn Learning Zoom course.

To Create a Zoom Webinar:

1. Go to <https://montgomerycollege.zoom.us/>
2. Click on the “Sign-In” button

3. Enter your MyMC ID and Password
4. Click “Sign In” to complete your Zoom account registration
5. For additional help, go to <https://info.montgomerycollege.edu/offices/information-technology/work-from-home/>. Click on the [Zoom tab](#) to download the Zoom Job Aid.

IT recently offered a webinar on using Zoom. Here's the link to the recording:

<https://info.montgomerycollege.edu/offices/information-technology/work-from-home/index.html>

Faculty and students can contact the IT Service Desk for technical support for Zoom

Phone: [240-567-7222](tel:240-567-7222) or email: ITServiceDesk@montgomerycollege.edu

Submitting assignments

Students can submit assignments by email or the Assignments tool in Blackboard (It’s an assignment dropbox that enables you to see at-a-glance who has submitted and who has not. When you grade the assignments, the grades and feedback appear in the My Grades area for students to view. That makes it much more convenient than using email. See the [Bb Assignments tutorial](#).

Tip: Create a link in the assignment instructions to this 59 second student video on [Submitting Assignments](#). Here is the URL: <https://www.youtube.com/watch?v=Cv1KOhABIBE>

Exams and Quizzes

First, consider converting exams into take-home exams. Second, exams and quizzes can be built in Blackboard. On the [Emergency Remote Teaching Guidelines](#) site, under Instructor Resources > Deliver Tests to Students, see

- The [Blackboard Assessments Guide](#)
- [Using Respondus to import a test from Word](#) into Blackboard. (Scroll down to Deliver Tests > Respondus with Blackboard a video and PDF instructions.
- Remote Proctoring w/ Proctor U / Smarter Proctoring. Note: Contact the Assessment Center to coordinator a remote proctoring session.

Student Presentations

Students can “present” by creating a video of their presentation. Many students use the YouTube features to create a video or simply record video on their smart phones, or students can use Screencast-O-Matic. One of my favorite examples: <https://ed.ted.com/featured/gTGfE82A>

Quality Matters Emergency Remote Instruction Checklist

I highly recommend the [Quality Matters Emergency Remote Instruction \(ERI\) Checklist](#). It is a list of considerations, tips, and actionable strategies, presented in three phases:

1. Start Here: Preparing for Success
2. Next Steps: Guiding Students and Their Learning
3. Longer Term Considerations: Teaching Effectively in a New Environment

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Create Your Own Videos & Embed in Bb

Use Screencast-O-Matic to narrate PowerPoint presentations or create videos of anything that appears on your computer screen. Here's an example of a [narrated lecture from MC Biology professor Kiersten Newtoff](#)

Screencast-O-Matic

I recommend using Screencast-O-Matic to create your own videos. The free version will do most of what you need. The paid version is only about \$17 per year. You may never need it. See my [quick start guide to Screencast-O-Matic](#).

To begin...

1. Go to <http://screencast-o-matic.com/>
2. Create an account.
3. Login and then you will see the button to Download it to your computer. You can also use it through the browser. There are video tutorials on the website. I suggest the following to get started
 - [Welcome to SOM](#) (2:09)
 - [Upload to YouTube](#) (2:07)
 - Tip: Upload videos as **Unlisted**, not Private which requires a password to view.
 - [Upload to Screencast-O-Matic](#) (2:22)

Tips

- Imagine you are lecturing to one of your favorite classes or talking to a few favorite students in your office. When you do, the animation you have in class will come through in your video.
- Look into the camera. It appears as if you are speaking directly to each student.
- Use the Pause key. When you lose momentum and begin to “um” and “ah,” press pause and take a break. Compose your thoughts, un-pause to continue recording. Repeat as needed. (Open the recorder, click the Preferences link to set your own Hotkey. I use Alt-S so I can pause with my left-hand while moving the cursor with my right hand.)

How to Embed a Video that is not on YouTube

Embedding a YouTube video is easy. Embedding a video from anywhere else requires just a few extra steps. If you have videos in your Screencast-o-matic account, this is how to embed those videos on your pages.

1. Login to Screencast-o-matic and click on the desired video.
2. Copy the **Embed Code** using the button at the top of the screen.
3. Return to blackboard. Open the desired Item and click the **Embed Media** button (4th button, 3rd row)
4. Click on the **Source** tab.
5. Paste the Embed code.
6. Click on the **General Tab** to give Blackboard a moment to accept the embed code.
7. Click **Insert**.

Tip: To resize a video, go to the General tab, edit one of the dimensions. Be sure to keep the Constrain Proportions checkbox checked. This will ensure that the image is resized without being distorted.

How to Embed YouTube Videos in Bb

Blackboard makes it easy to embed a video from YouTube. Simply copy the URL, click the Insert Embed Media button (4th button, 3rd row) and paste the URL. Here are the steps:

1. Copy the URL.
2. In Bb, open the desired item, click the **Insert/Embed Media** button (4th button 3rd row)
3. Paste the URL. (On the General Tab, in the File/URL field)
4. TIP: Add **?rel=0** to the end of URL. This tells YouTube NOT to show suggested videos. No need to distract students with the latest dancing kittens. {Translation: ? (do you want?) rel (related videos) = (set value equal to) 0 (show no related videos). }
5. Click **Insert**. (The video appears as a yellow block.)
6. Click **Submit** to save and view the video.

See the video explanation [How to Embed Videos in Bb](#).

Other Video Settings

Add any of the codes below to the end of the URL. The first one should be familiar. :-)

Show no related videos at the end	?rel=0
Autoplay the video	&autoplay=1
Move start point of the video, e.g., begin at 15 seconds. 15 is the 15 seconds mark. 60 would be the 1 minute mark.	&start=15
end the clip on this mark. 25 is 25 seconds. <i>&version=3</i> is required within the code. Only change the 25 to something else. The start and end points will play as you set, but user can still see the whole clip if they drag the play bar.	&end=25&version=3

Here's an example of adding codes to the URL:

<https://www.youtube.com/embed/Gxen73ftD04?rel=0&autoplay=1&start=15&end=25&version=3>

<https://www.youtube.com/embed/Gxen73ftD04?rel=0&autoplay=1&start=15&end=25&version=3>

Blue = no related videos at the end **?rel=0**

Red = autoplay the video **&autoplay=1**

Orange = move start point of the video in this case, 15 is the 15 seconds mark. 60 would be the 1 minute mark. **&start=15**

Green = end the clip on this mark. 25 is 25 seconds. *&version=3* is required within the code. Only change the 25 to something else.

&end=25&version=3

The start and end points will play as you set, but user can still see the whole clip if they drag the play bar.

Next, see how to caption your videos to ensure they are ADA compliant.

Captioning

It is vital that all courses are accessible. To ensure ADA compliance, videos should be captioned. Here's how:

1. Upload the video to a YouTube account.

- YouTube will automatically generate captions for the video. It may take an hour or up to a day. The captions will be about 70 to 80% accurate, so they will need to be edited for accuracy.
- You can improve the accuracy by speaking like a newscaster or your favorite radio host.
- Your videos can be uploaded as "unlisted" so that they will not be found in a web search. They are only visible if someone has the URL.

I suggest starting with the following tutorials:

- [How to Upload Videos in YouTube](#)
- [How to Access the Auto Captions Feature](#)
- [How to Edit the Auto Captions](#)

For more information, see [Closed Caption and YouTube](#) on the ELITE Support page at <https://www.montgomerycollege.edu/offices/elite/support.html>

2. Disability Support Services (DSS) can assist you with captioning in a pinch.

If a student shows a DSS letter and requires captions, the DSS office can help you caption your course quickly. I don't like to abuse their services as they are quite overloaded.

If you have a student with DSS considerations who needs captions, contact the DSS office or Christopher Moy or Stacey Ford, the new Accessible Technology Coordinator x7-9175. They can gather the resources to ensure that your entire course is ADA compliant. Otherwise, the college and possibly you are at risk of being sued.

That said, it's best to make your course ADA compliant as you build it the first time. It's so much easier than revising in a hurry.

There is more to add. I am still writing...

Tom