This document is designed to empower faculty to teach remotely if needed. W. P. Carey will follow any ASU directions if they are enacted and our Dean's leadership on enacting them. Individual faculty who have issues arise should contact their Chair directly. In the event of a need to move to remote teaching and learning, it is important that ASU and WPC continue instructional continuity for our students. Please review the document below for recommendations and tutorials to continue to teach and interface with our students.

Our intention with this document is for faculty to be prepared to hold their classes without missing any sessions by using a combination of technologies to further the course, including live synchronous sessions via Zoom, online discussions via Slack, Canvas, or Yellowdig, video lectures, and moving assessments to be Canvas-delivered. Additionally, faculty will be using Canvas as the primary mechanism for communicating with their class. Faculty who are not utilizing Canvas will have alternative mechanisms to communicate with their students which are noted in this document.

This document is a collaboration between the Admin Council and Teaching Leads at W. P. Carey along with relevant areas responsible for implementing teaching tools and technologies. We have intended this to complement and build upon the resources that come from the Provost’s Office and UTO with a customization for our School. Questions about this document should be directed to the Associate Dean for Teaching and Learning, Dan Gruber - daniel.a.gruber@asu.edu
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W. P. Carey Teaching Leads
Requesting Support

For any questions about using Canvas or online communication technology for moving to Remote Teaching and Learning, please email wpcarey.support@asu.edu or call 480-965-2400.

Live Instruction

Using Zoom

Live instruction should be conducted during your regularly scheduled class times. Please see:

- Teaching Remotely at ASU
- ASU Zoom Guide
- ASU Experience Center Knowledgebase for Zoom
- Faculty Perspective on Holding Class Virtually Using Zoom

QUICK START:

You may use your ASU Zoom room. ASU has placed your personal Zoom meeting link in MyASU for convenience.

<table>
<thead>
<tr>
<th>My Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your personal Zoom meeting room link is <a href="https://asu.zoom.us/">https://asu.zoom.us/</a></td>
</tr>
</tbody>
</table>

Required equipment:

- Laptop or Desktop Computer (tablets are OK to use)
- Internal or External Microphone
- Internal or External Video Camera - this is not necessary as you can share your desktop or individual applications running on your computer
- Relatively good internet connection

Your Zoom account can handle 300 students at once. If you need a larger room, please contact wpcarey.support@asu.edu or call 480/965-2400.

Taking Attendance in Zoom

Sample communication to give to students via email or Canvas:
Our class is currently meeting on Zoom at the regularly scheduled time. You can access the Zoom course links in My ASU, under the My Classes tab. [if using Canvas] in our Canvas class site - click the Zoom link. Further instructions are available in a student Zoom guide, and help with Zoom is available from the ASU Experience Center.

Using Zoom in Canvas

You may use the Zoom link in your Canvas course site. Please see https://uto.asu.edu/zoom for instructions and tutorials on using Zoom for teaching and learning. See https://asu.servicenow.com/kb_view.do?sysparm_article=KB0017679 for more information on using Zoom in Canvas.

To track user participation, please make sure you authenticate users by checking this box when setting up the Zoom meeting preferences:

☐ Only authenticated users can join

An attendance log can be sent to the professor upon request.

Training for Zoom

WPC Support

WPC Support is available for in-person and virtual training for Zoom. Please email wpcarey.support@asu.edu or call 480/965-2400.

University Technology Office

The University Technology Office will be conducting a series of training on using Zoom - you must register for the training:

Sign-up for Zoom Overview and Zoom for Teaching

Virtual Office Hours will be held using Zoom - https://asu.zoom.us/j/549593886

March 10 - March 13 - 9am - 3pm
March 16 - March 20 - 9am - 3pm
Instructional and Helpful Resources

For instructional assistance, please email wpcarey.support@asu.edu or call 480/965-2400.

- Synchronous Online Classes: 10 Tips for Engaging Students
- Designing A Synchronous Learning Environment That Promotes Community, Interactivity, and Equity Of Experience For On-campus And Remote Students
- Tips for Synchronous Online Teaching
- Best Practices for Synchronous Sessions
- Best Practices for Synchronous Online Discussions

Best Practices for Teaching Remotely

Instructor Presence

You need to work harder in an online setting for students to feel your presence and support, since you won’t have face-to-face contact. The following are best practices to maximize students’ perceptions of instructor presence.

- **Post frequent announcements**: A good benchmark is to plan to post about two announcements per week at a minimum. These announcements can be used to remind students of upcoming deadlines, provide high level feedback, post interesting articles or news events, or to share opportunities.
  - **Pro-tip**: These announcements can be scheduled in advance in Canvas, so you can set it and forget it!
- **Film short “update” videos and post**: You can use your webcam or phone to record feedback videos or other updates to share with the class. Seeing your face will keep your students’ connection with you stronger. See the Recording Lecture section below.
- **Answer emails and Canvas messages within 24 hours**: It’s important to respond to emails quickly in an online setting, since students won’t have an in-person opportunity to ask pressing questions, like they would in a face-to-face setting.
  - **Pro-tip**: Block time in your calendar for answering emails.
  - **Caution**: For FERPA reasons, you can only discuss student grades via email if the student is using their ASU email address.
- **Hold office hours**:
  - **Call-forward your office phone to your cell phone**
  - **Set up Zoom meetings for your office hours so students can still come “visit”, even when instruction has been suspended.**
  - **Pro-tip**: Some faculty find it valuable to instruct students to give them a “heads up” via email if the student plans to attend office hours.
- **Actively participate in class discussions**: Just as you actively participate in discussion in the face-to-face classroom, be sure to chime in during virtual discussions as well. It’s good to note when students are on track, or if they need a course-correction.
  - **Pro-tip**: Yellowdig allows instructors to “like” and/or “endorse” good discussion posts to give students quick and easy feedback about their participation.
Communicating with Students

Using Canvas

In the event of instruction moving online, it will be important for you to communicate with your students.

Communicating with your students from your Canvas course site can be completed in the following ways (click links for tutorials and job aids):

Asynchronous (not real-time):

1. Canvas Inbox - built-in messaging tool in Canvas.
2. Post Announcements: How to post a Canvas Announcement - one way communication with students
3. Use Discussions - Discussion in Canvas - threaded discussion based on topic

Live Stream (real-time/live):

4. Zoom 1 2 - (and see instructions below) - “[C]ollaborative video conferencing tool, [that] is available University-wide.” 3 See Using Zoom

If in-person classes have been moved to remote teaching and learning, the Zoom link in your course site should be activated. Please look for Zoom in your course navigation items. You may need to scroll to see the link. In the event it is not, please see this knowledge base article: https://asu.service-now.com/sp?id=kb_article_view&sysparm_article=KB0017679 (sign-in required)

5. Slack - “[A] collaboration hub that enables real-time communications and connections in a searchable platform for real-time messaging, content sharing, learning, and more.”

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1 Classes with 300 or more students will need to request more seats. Contact WPC Support for more seats.
2 Online Academic Services can assist you with creating meeting room links in your Canvas course site.
3 Mac OS Catalina users must add Zoom to permitted apps: security preferences, then add Zoom to permitted apps.
**Not Using Canvas**

**The best avenue for communicating with your students is via Canvas. You may request a Canvas course site at any time during the semester.** Please go to [http://my.asu.edu/courserequest](http://my.asu.edu/courserequest).

**Email**

You can email your students from the Roster Grade App in my.asu.edu. To email your students from the Roster Grade App:

![Email Step 1: From My ASU]

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**ASU Zoom**

You may want to simply use your zoom meeting room. Please see [https://asu.service-now.com/kb_view.do?sysparm_article=KB0016638](https://asu.service-now.com/kb_view.do?sysparm_article=KB0016638) for all information relating to ASU's Zoom tool.

ASU has provided the link to your personal Zoom conference room in my.asu.edu. This can be shared with your students:

![My Classes]

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Transitioning Your Class to Canvas

Assignment Submission

All written (paper) assignments can be submitted via Canvas course site. Please email wpcarey.support@asu.edu with any specific questions you may have, and see:

- Creating Assignments in Canvas
- Download All Student Submissions
- Grading with SpeedGrader (for grading online)

Quizzes and Exams

Quizzes and Exams can be completed via Canvas course site. Currently, academic integrity software for online exams includes Respondus Lockdown Browser and Monitor. Please email wpcarey.support@asu.edu or call 480-965-2400 for options and assistance.

**Note:** it will be essential to maintain the days/times that are scheduled for exams to avoid conflicts with other classes.

Case and Class Discussions

Canvas Discussion Topics

Canvas Discussion Topics can be used to facilitate discussions with and among your students. While asynchronous (different place and different time), it is possible to create structured discussions based on specific questions or cases. Further, you can break students up into manageable groups to help facilitation and interaction among students.

Canvas Guides:

- How do I create a discussion as an instructor?
- How do I create a group discussion in a course?
- How do I grade a graded discussion in SpeedGrader?

YellowDig

“Yellowdig provides an easy means for learners and other users to communicate and collaborate about class content and share a broad array of timely and relevant learning resources from the wider world (e.g., videos, news articles, blogs and more).”

“The beauty of Yellowdig for this purpose is in its simplicity. It uses conventions from social media, which the majority of learners are very familiar with and enjoy. This simple design, combined with gamification and the feedback that the platform provides, helps students and...
instructors quickly and easily build collaborative learning communities. " [from YellowDig Instructor Guide]

20 best use cases for YellowDig

Sharing Documents in Canvas

You can post files to Canvas and share with your students.

- How do I upload a file to a course?
- How do I bulk upload files to a course?
- How do I add files as module items? - How do I add a module?

Recording Lectures

When recording lectures, we recommend keeping lectures between 8 and 12 minutes; consider dividing them into subtopics recorded as separate videos to keep the length of each shorter. If recording more than one video per week or topic, consider providing some type of activity in-between the videos: quiz, discussion board, YellowDig, etc.

Recording an online lecture at WPC is a two-step process. First, you must record your lecture. Second, you must upload your video file to the WPC media server, Modalis, in order to host the video and generate links that can be shared.

1. Go to https://asu-wpc.modalis.io/ and login using your full ASURITE email address.
   a. You should be forwarded to the ASU Single-Sign On page where you enter your ASURITE ID and password and receive a DUO request.
   b. Once logged in, new users / those who do not see an “Upload” icon in the upper-right corner, please email wpcarey.support@asu.edu and request that your Modalis role be changed to “Faculty.”

To record lectures using Screencast-o-Matic:

**Screencast-o-Matic** can be used to record your screen or to use your webcam to record you. If you will be on camera, make sure you look professional and have a neutral backdrop.

2. Follow the instructions for downloading and installing and using Screencast-o-matic (SOM):
   a. Video Tutorial: https://player.theplatform.com/p/U8-EDC/Z3f_Rc1oEO76/embed/select/media/PgDsLQwYPrm2?form=html
   b. PDF Tutorial: https://drive.google.com/a/asu.edu/file/d/1pTT2pxutL9VXcc2bzk9TukKPP17oBxq/view

3. Save the video as an .MP4 file to your computer using the WPC naming convention
a. EXAMPLE: **WPC 101 - Alex Sample - Lecture 1**

4. Go to [WPC Modalis](#), login, and upload your .MP4 video. The encoding process may take 30-60 minutes, variable on the size of your file and current server load.
   a. If your video does not load or play back contact: wpcarey.support@asu.edu

5. Login to [WPC Modalis](#) (if not already logged in) and retrieve the link to your lecture - See [PDF Tutorial (Page 43)](#)

6. Share your lecture -
   a. Post to your course site as a link - [How do I add an external URL as a module item?](#)
   b. Send the link to your lecture(s) to students via email
   c. Request assistance from Online Academic Services by emailing the link and where you want it posted in your course site to wpcarey.support@asu.edu.

**ALTERNATIVE/ADDITIVE STEP - Share video with Media Team via Dropbox. They can upload video material to the media server for you, or make edits to recordings before they are uploaded.**

**Existing Online Lecture**

Your class may have an online course equivalent. Please reach out to wpcarey.support@asu.edu or call 480-965-2400 for access to these videos from WPC Modalis.

**Student Presentations**

**VoiceThread**

Online student presentations are possible using VoiceThread. When integrated into your course site, VoiceThread allows multiple students, or a single student, to create an online presentation asynchronously. It is free to use.

If student presentations are a course requirement, please contact wpcarey.support@asu.edu and let us know you want to use VoiceThread.
W. P. Carey Teaching Leads

School of Accountancy          Melissa Samuelson
School of Agribusiness        Steve Vickner
Economics                     Cara McDaniel
Finance                        Wendell Licon
Information Systems           Jason Nichols
Management and Entrepreneurship  John Wisneski
Marketing                     Kate Eaton
Supply Chain Management      Reynold Byers

Resources Used:

1. Northwestern University - How to Hold Your Class During Emergency Closures