ONLINE TEACHING QUICK START

THE PIRO TEAM CAN HELP WITH (OR DO) THE FOLLOWING UPON REQUEST:
INSTRUCTIONAL@GSM.UCDAVIS.EDU

1. **SCHEDULE AND SET UP ZOOM LIVE CLASS SESSIONS**
   - Make sure you have an account on GSM's version of https://zoom.us. Meetings must be set in your own GSM Zoom account for you to retain host and recording privileges.
   - *3 weeks prior* to course start: a PIRO staff member will contact you to help set up a recurring Zoom class and go over settings for security and recording class meetings.

2. **PRE-RECORD ASYNCHRONOUS CONTENT (see Recordings settings in zoom.us)**
   - Choose option for "Record active speaker with shared screen" at minimum. Zoom will make separate recordings for each option you pick.
   - Do a short test recording by starting a Zoom meeting and recording. You must end the meeting before Zoom will process the video for viewing.

3. **SET UP YOUR CANVAS SITE**
   - By default, PIRO will set up a Canvas site for your course that organizes content by class session. You can populate the sessions with content from your syllabus.
   - Put the live meeting schedule, assignments, and assessments in Canvas calendar.

4. **IN THE ZOOM CLASSROOM**
   - Cover your "rules of (in-class) engagement" in the first class (e.g. cameras on, microphones off, using Chat, etc.).
   - A PIRO staff member is automatically assigned to provide in-class assistance for all of your live class sessions (staff may vary across sessions). Assistance can include managing the waiting room, starting/pausing recording, managing breakouts, starting polls, monitoring chat, etc.

ADDITIONAL RESOURCES

- **Contact IT Helpdesk for specific questions or one-one-one guidance about equipment**

- **One-on-one Zoom training from PIRO on request or 2U upon request to PIRO**

- **Keep Teaching & Center for Educational Effectiveness: strategies, resources for moving a course online**

- **Academic Technology Services (video technology & lecture capture guidance)**

MORE INFORMATION CAN BE FOUND ONLINE @ PIRO WEBSITE

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