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