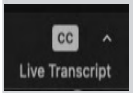
Teaching from a Distance: Webinars and Lecture Recordings

Before we get started

Let us know if you can hear us when we do **Audio checks**

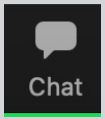
Download **Presentation Slides** at uoft.me/ctsi-videos



Turn on live transcript if you would like closed captioning

During the webinar

Your **microphone** will be muted until Q&A at the end of the session



Type questions and comments into the **Chat**

Following the webinar

View **Session Recording** at uoft.me/ctsi-videos in 2 business days

Complete **Feedback Survey** (link sent via email)

Welcome!

Teaching from a Distance: Webinars and Lecture Recordings

Justin Fletcher and Derek Hunt
January 5, 2022

UNIVERSITY OF TORONTO

CENTRE FOR TEACHING SUPPORT & INNOVATION

In this webinar:

1. Distinguish between synchronous and asynchronous teaching
2. Host a live webinar (using Microsoft Teams Meeting or Zoom)
3. Record a lecture and share video recordings with students, Support resources

Asynchronous versus synchronous teaching

Modes of delivery

Asynchronous	**Synchronous**
Primary: Knowledge transfer or demonstration	Primary: Class discussion or participation
Small chunks of content	Content requires longer explanation
Larger class size (50+)	Smaller class size (<50)
Not time sensitive	Time sensitive

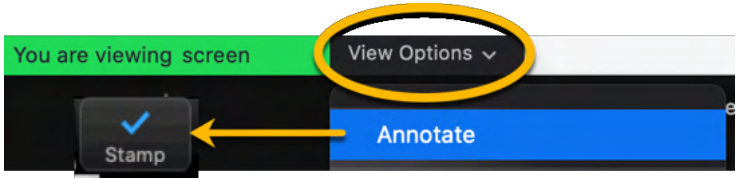
Which modality?

Considerations:

- class size
- required instructor to student interaction
- required student to student interaction
- necessity to schedule class at a specific time
- your comfort with managing live sessions

Focus on your essential learning outcomes

Answer on the whiteboard



Asynchronous

Synchronous

Use cases

Asynchronous	Synchronous
Develop structured mini lectures (flipped classroom)	Facilitate interactive discussions
Create a course orientation video	Enable student presentations
Prepare recordings of lectures (for learners who miss a live session)	Conduct online office hours

QUERCUS

The University of Toronto’s Academic Toolbox

QUERCUS

Organize content

Connect and communicate

The Academic Toolbox helps you…

Assess student work and provide feedback

Teach from a distance

- General planning recommendations
- Tool-specific considerations

Before a webinar or recording

- Schedule the session
- Set your meeting options/preferences
- Notify students about how to access the session
- Communicate expectations about participation
  - Equity, diversity, and inclusion
- Ensure readiness

Before: Ensure readiness

Review technical considerations for using the webconferencing platform or recording tool

Ensure you have equipment:

- Headset, headphones with microphone, or external mic
- Webcam if sharing video
- Wired or stable wireless internet connection

Run a practice session and/or technical rehearsal

Hardware Requirements for Microsoft Teams System Requirements for Zoom

Immediately before: Ensure readiness

Gather notes

Open applications/files required for the class session

Close unnecessary applications/files on your computer

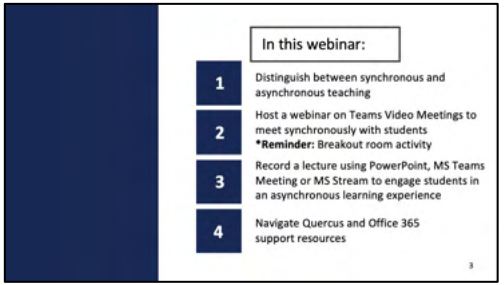
Turn on Do Not Disturb or Focus mode (e.g., to disable desktop notifications such as Outlook)

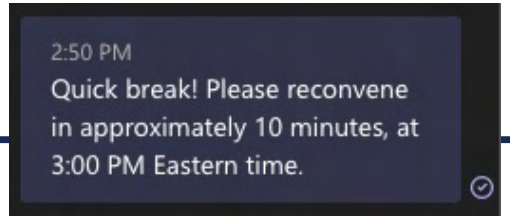
Eliminate nearby distractions where possible

Conduct audio and screensharing test

During a live webinar session

- Welcome your students
- Record the session
- Provide a roadmap
- Incorporate engagement and active learning activities (e.g., polling, breakout groups, reflections)
- Monitor and manage the chat/Q&A
- Take breaks!





After a live webinar session

- Make recording available to students
- Download attendance report
- Continue the conversation! (Quercus discussions, Office hours, Email/Conversations, Reflection surveys)

Zoom

Before: A few key notes about Zoom

- Zoom is separate from and not integrated in Quercus
- The UToronto educational license (utoronto.zoom.us) is officially supported by the University and part of the Academic Toolbox
- Available to anyone with a valid UTORid (Faculty, Students, Staff)

  - How many participants can be part of the meeting?
    - 300
  - How can I get the “webinar” features in Zoom?
    - Not available under the UToronto education license.
  - How many breakout rooms can be made?
    - 100
  - How many participants can be in each breakout room?
    - 50

Quercus Support Resources -> Zoom

Before: Create your Zoom account

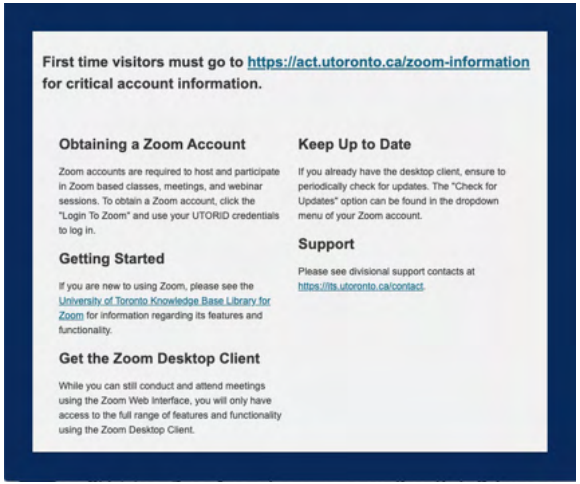
https://utoronto.zoom.us

- New accounts:
  - **Scenario I: University of Toronto Mississauga (UTM) Community Members**
  - **Scenario II: Zoom Accounts Supplied by Departments/Divisions**
  - **Scenario III: No Previous Zoom Account (or accounts not associated with a U of T email)**
  - **Scenario IV: Existing Free Zoom Account using U of T email**
  - **Scenario V: Existing Standard Pro Account using U of T email**
- Download and install the Zoom client
  (& keep the client up to date)

First time visitors must go to https://act.utoronto.ca/zoom-information for critical account information.

Before: Access your Zoom account

utoronto.zoom.us



First time visitors must go to https://act.utoronto.ca/zoom-information for critical account information.

Obtaining a Zoom Account

Zoom accounts are required to host and participate in Zoom based classes, meetings, and webinar sessions. To obtain a Zoom account, click the "Login To Zoom" and use your UTORID credentials to log in.

Getting Started

If you are new to using Zoom, please see the University of Toronto Knowledge Base Library for Zoom for information regarding its features and functionality.

Get the Zoom Desktop Client

While you can still conduct and attend meetings using the Zoom Web Interface, you will only have access to the full range of features and functionality using the Zoom Desktop Client.

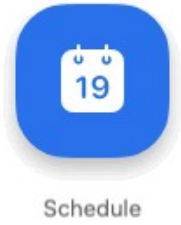
Keep Up to Date

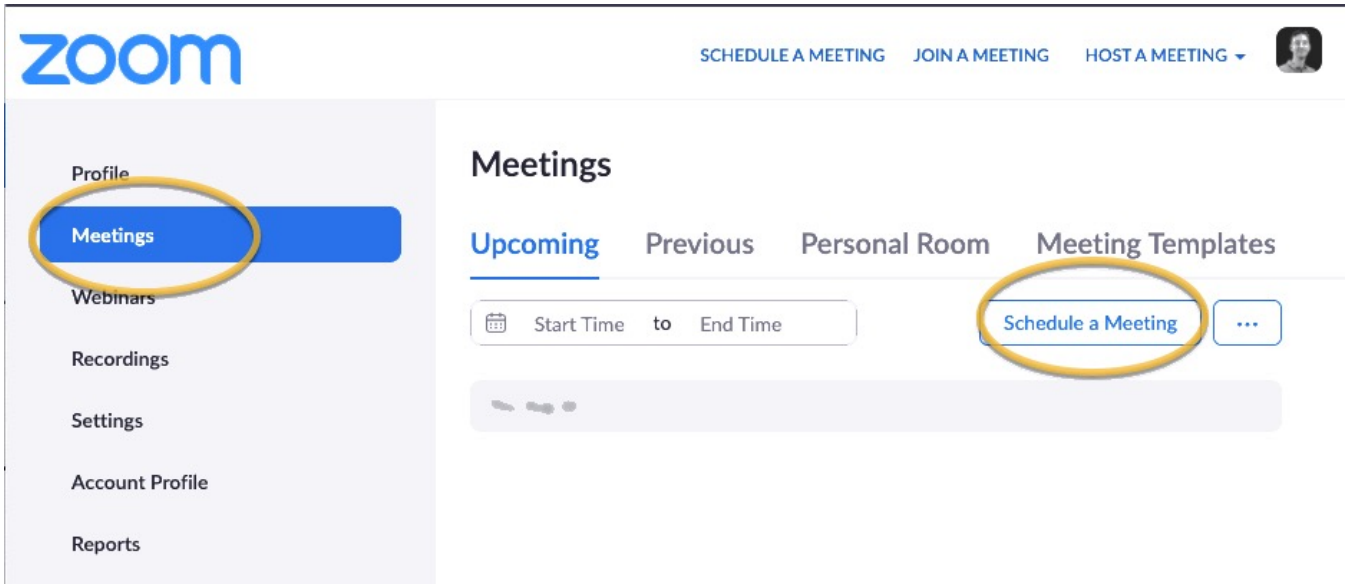
If you already have the desktop client, ensure to periodically check for updates. The "Check for Updates" option can be found in the dropdown menu of your Zoom account.

Support

Please see divisional support contacts at https://its.utoronto.ca/contact.

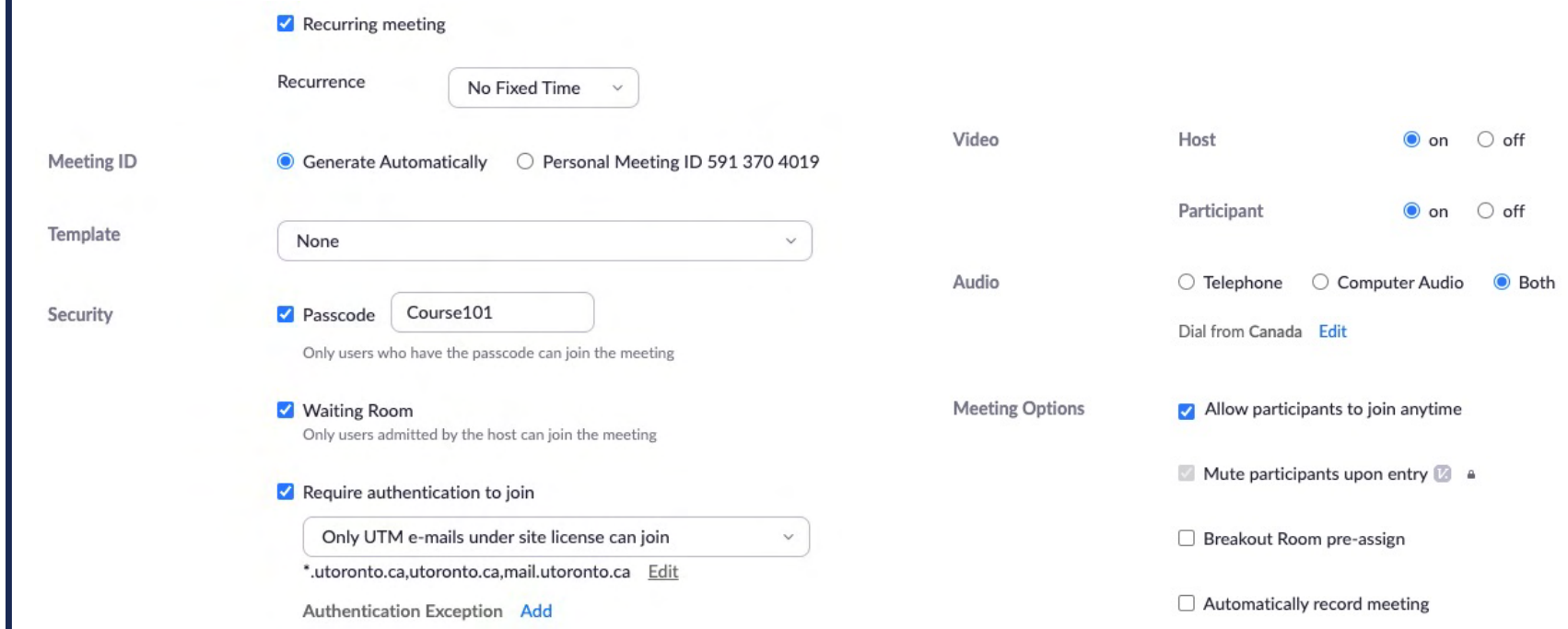
Before: Create your meeting link





[Scheduling meetings - Zoom Help Center]

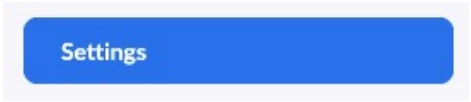
Before: Set meeting options



Before: Set meeting security options

Available Security settings:

utoronto.zoom.us

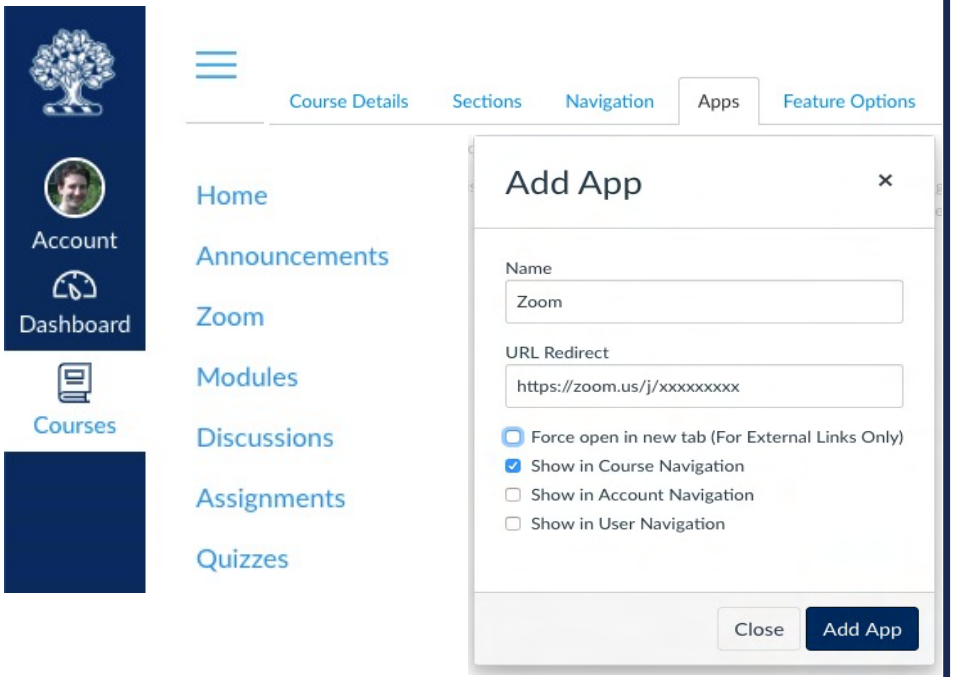


- Require a passcode
  - Short passcode, can be customized
- Waiting Room Options
  - Only users admitted by the host can join the meeting
- Only authenticated users can join meetings:
  - *Only allow UofT users under site license to join* – only those in utoronto.zoom.us
  - *Only UTM e-mails under site license can join* – any @utoronto.ca email address
  - *Signed in to Zoom* – must at least have a login/account with zoom (including free accounts)
- Allow participants to join before host

QUERCUS + Before: Notify students

Provide the Zoom link in your Quercus course:

- Make a shortcut in your course's navigation pane
- Include in Modules, Announcements or Pages



[Adding a link to Zoom in your Quercus course]

During: Enable Live Transcript

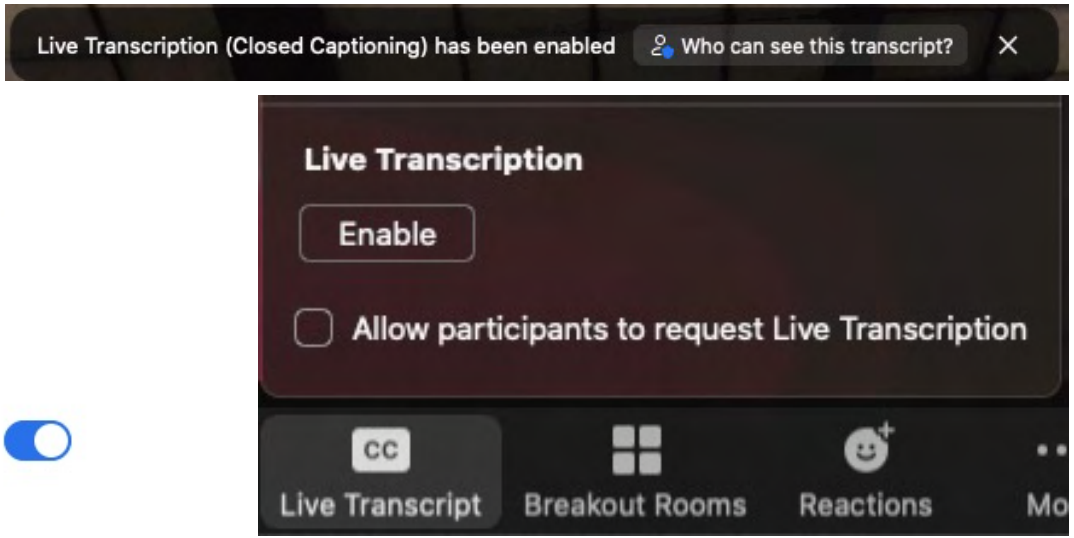
Closed captioning

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- [x] Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- [x] Allow live transcription service to transcribe meeting automatically
- [x] Allow viewing of full transcript in the in-meeting side panel

Save Captions

Allow participants to save fully closed captions or transcripts



During: Begin recording

Automatic recording

Record meetings automatically as they start

Recording notifications - Zoom clients

Show a disclaimer to participants when a recording starts

All participants Guest only

Play voice prompt for

All participants Guest only No one

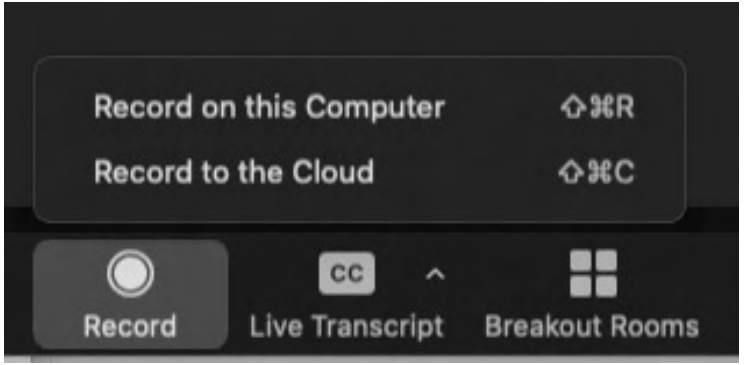
Ask host to confirm before starting a recording

Recording notifications - Phone users

By default, phone users will hear one audio notification indicating that a recording has started.

Require phone-only users to press 1 to consent to being recorded

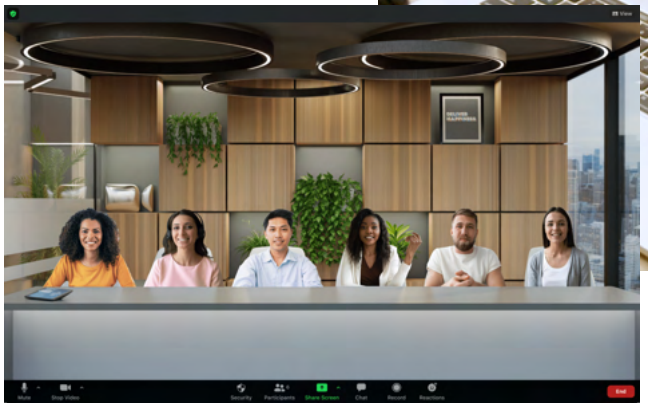
Multiple notifications for phone users



- Cloud recordings are only saved for 120 days

[Recording – Zoom help center]

During: “See” your students

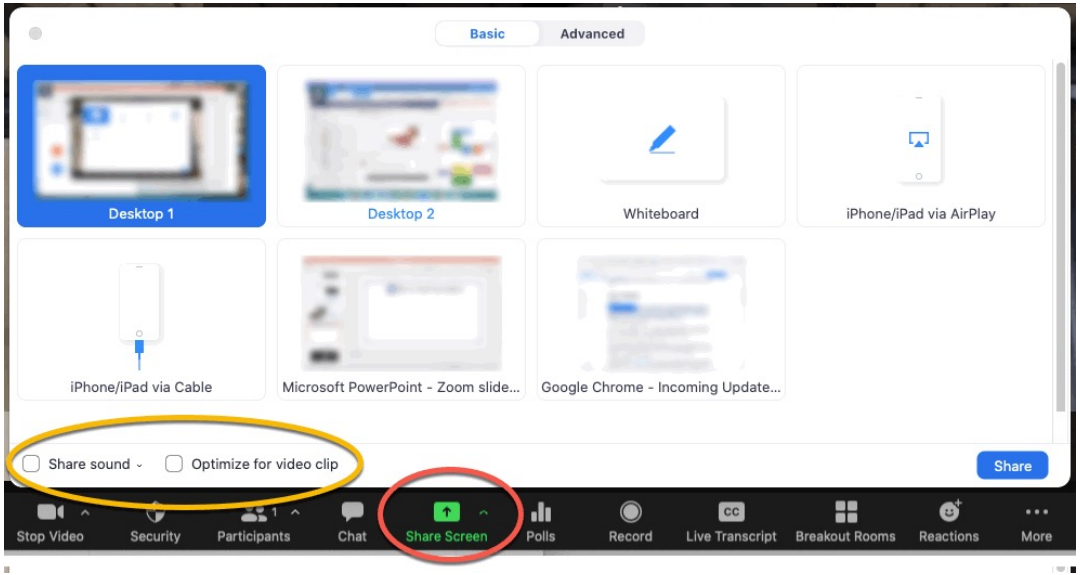


Additional options:

- Immersive View
- Focus Mode

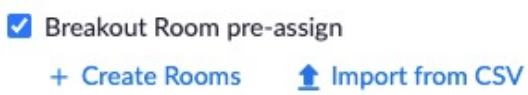
Privacy considerations for audio and video recordings of class sessions

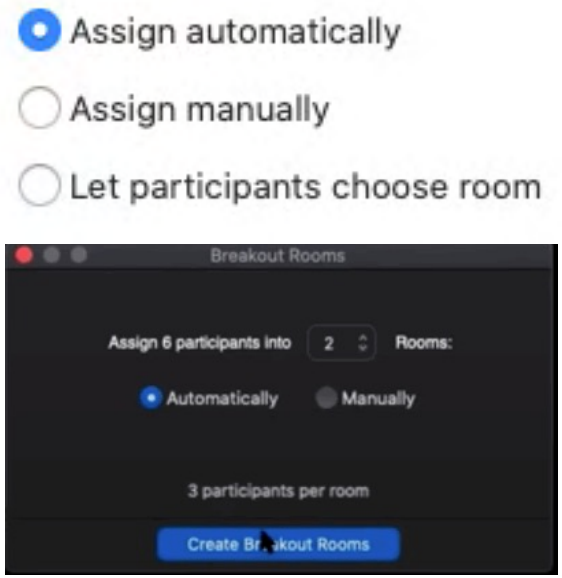
During: Share content with your students

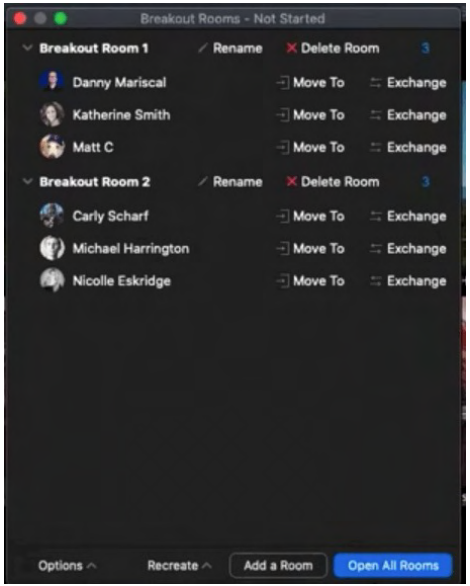


During: Set up breakout rooms

Tip: assign a “co-host” to create and manage the breakout rooms





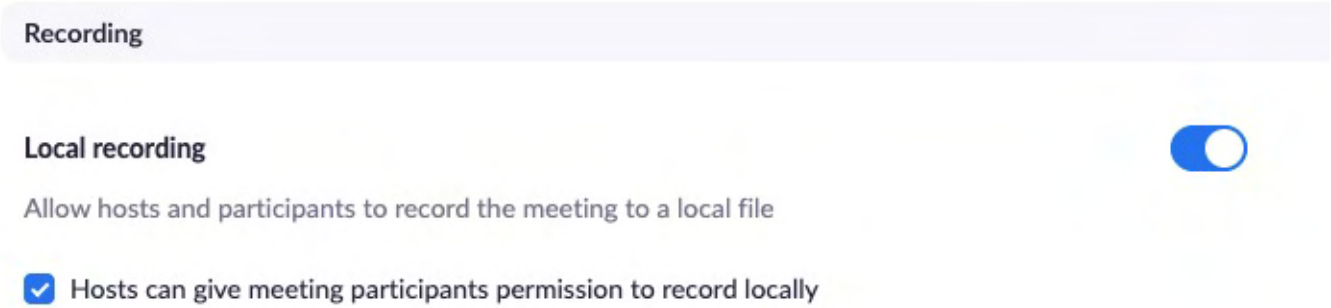


[Zoom Help Center - Enabling breakout rooms]

During: Recording breakout rooms

Local recording
- Recording will follow the host if they enter a breakout room

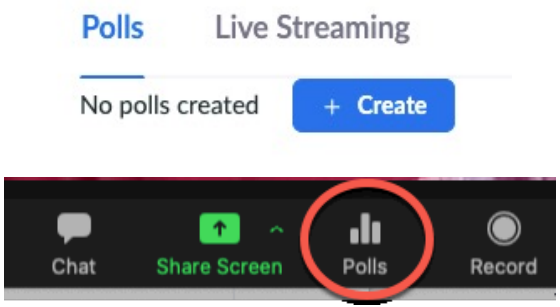
Cloud recording
- Will keep recording the main room if the host enters a breakout room

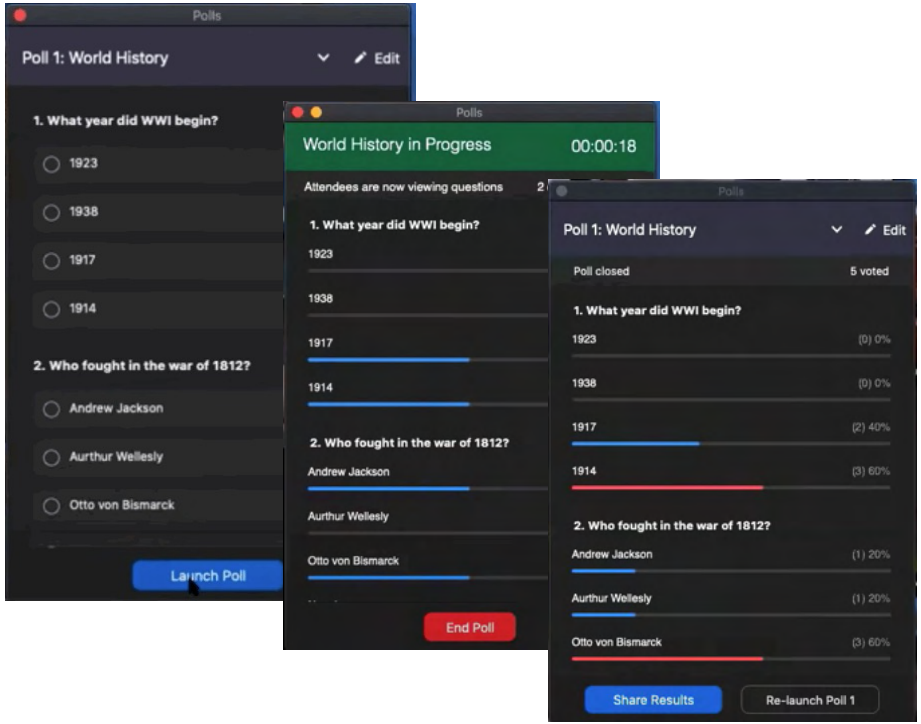


Zoom Help Center - Participating in breakout rooms

During: Poll your students

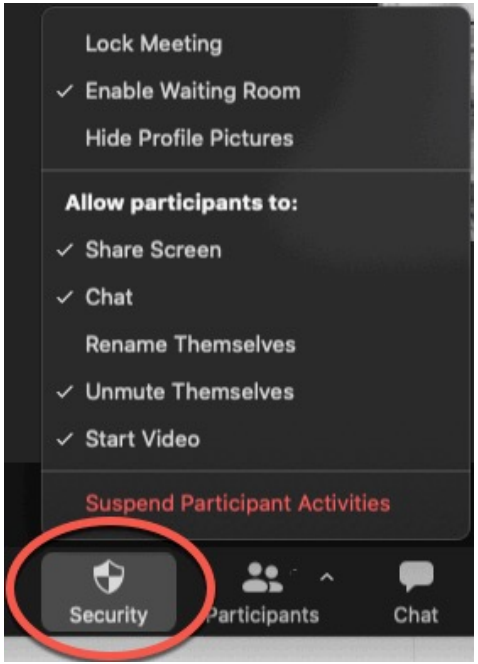
You can pre-create polls, or create them on the fly

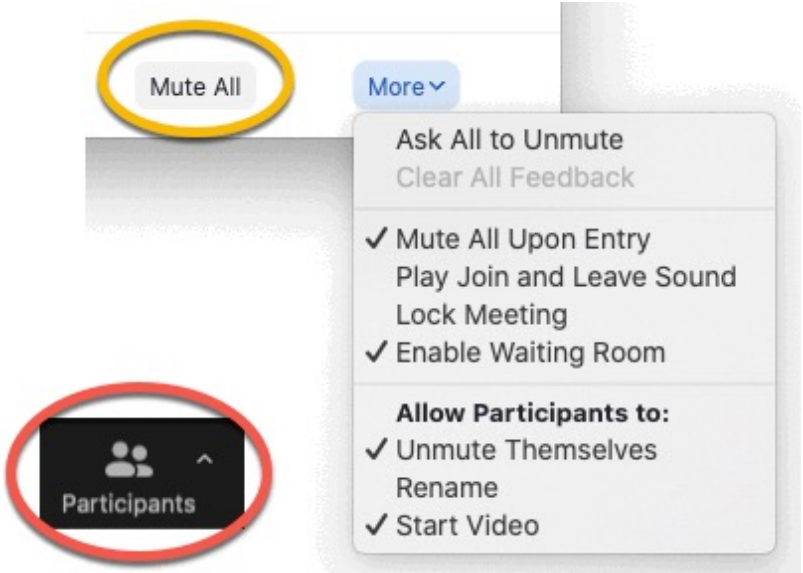




[Polling for meetings - Zoom Help Center]

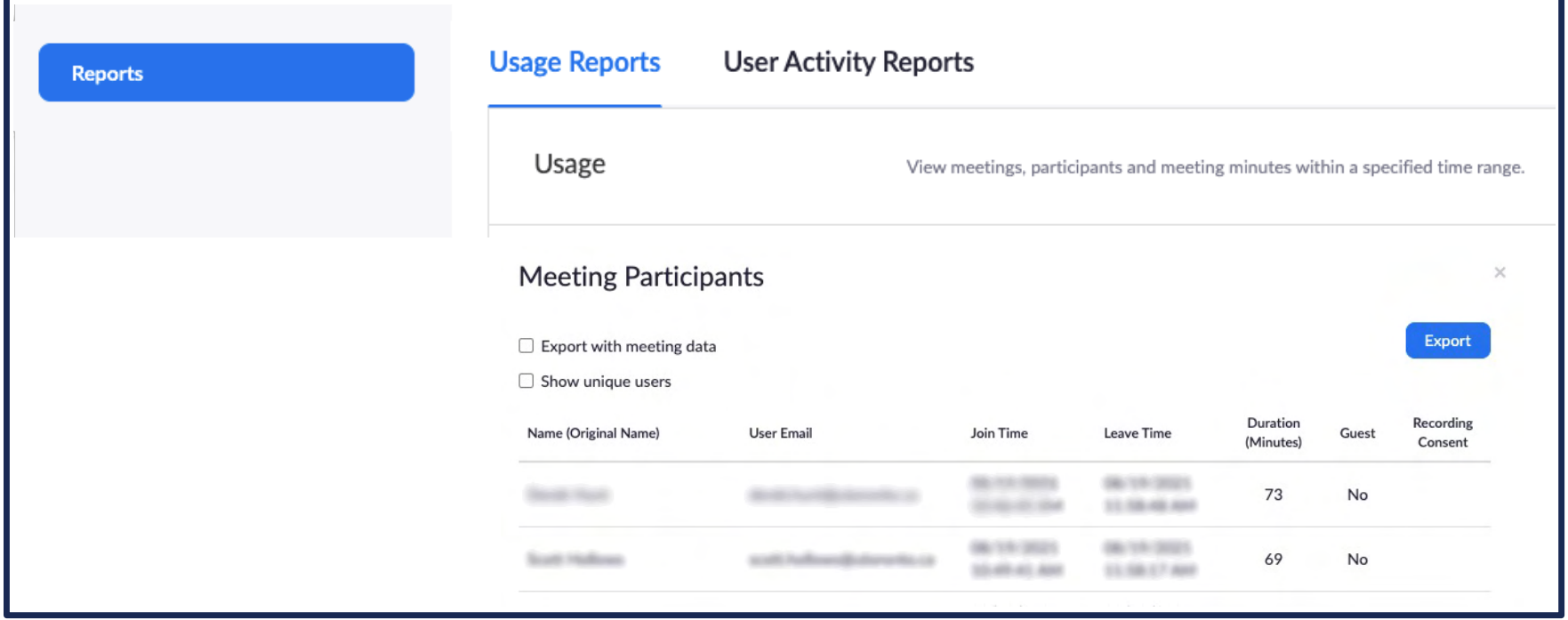
During: Adjust security and privacy settings





[In-meeting security options - Zoom Help Center]

After: Download attendance report



[Getting started with reports - Zoom Help Center]

MS Teams Meeting

MS Teams Video Meetings

Videoconferencing Comparison Chart

Lecture Recordings: Snagit, PowerPoint, Zoom or MS Teams Meeting

Asynchronous Option

Create a recording of your live lecture and share the recording with your class in Quercus

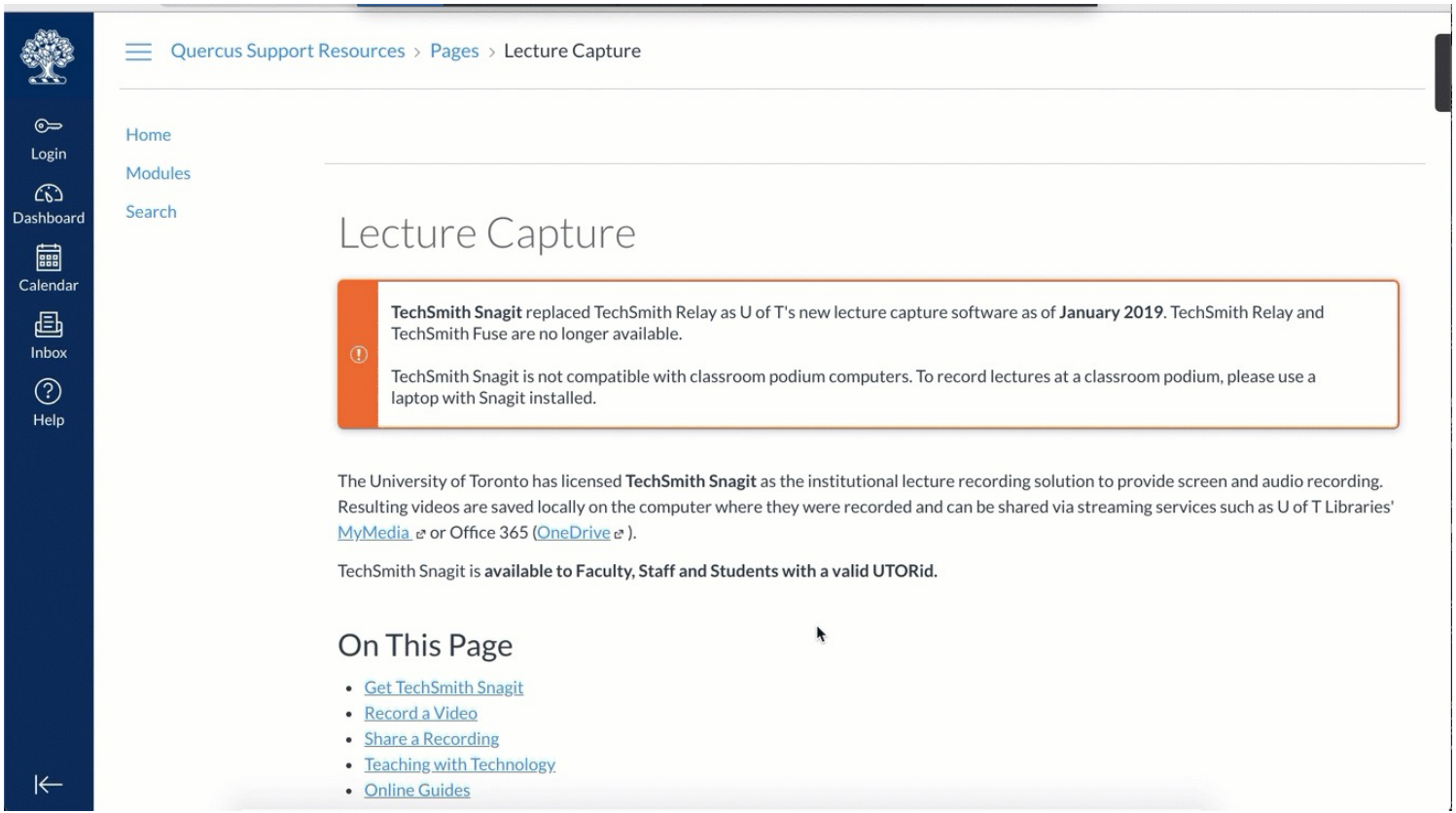
Create a course orientation video

Flipped Classroom: Create mini lectures and augment them with other learning activities (quizzes, discussion forums…)

Asynchronous Recording Options

- TechSmith Snagit
- Record using PowerPoint
- Use a webinar tool: Record a meeting of one
  - MS Teams Meeting
  - Zoom

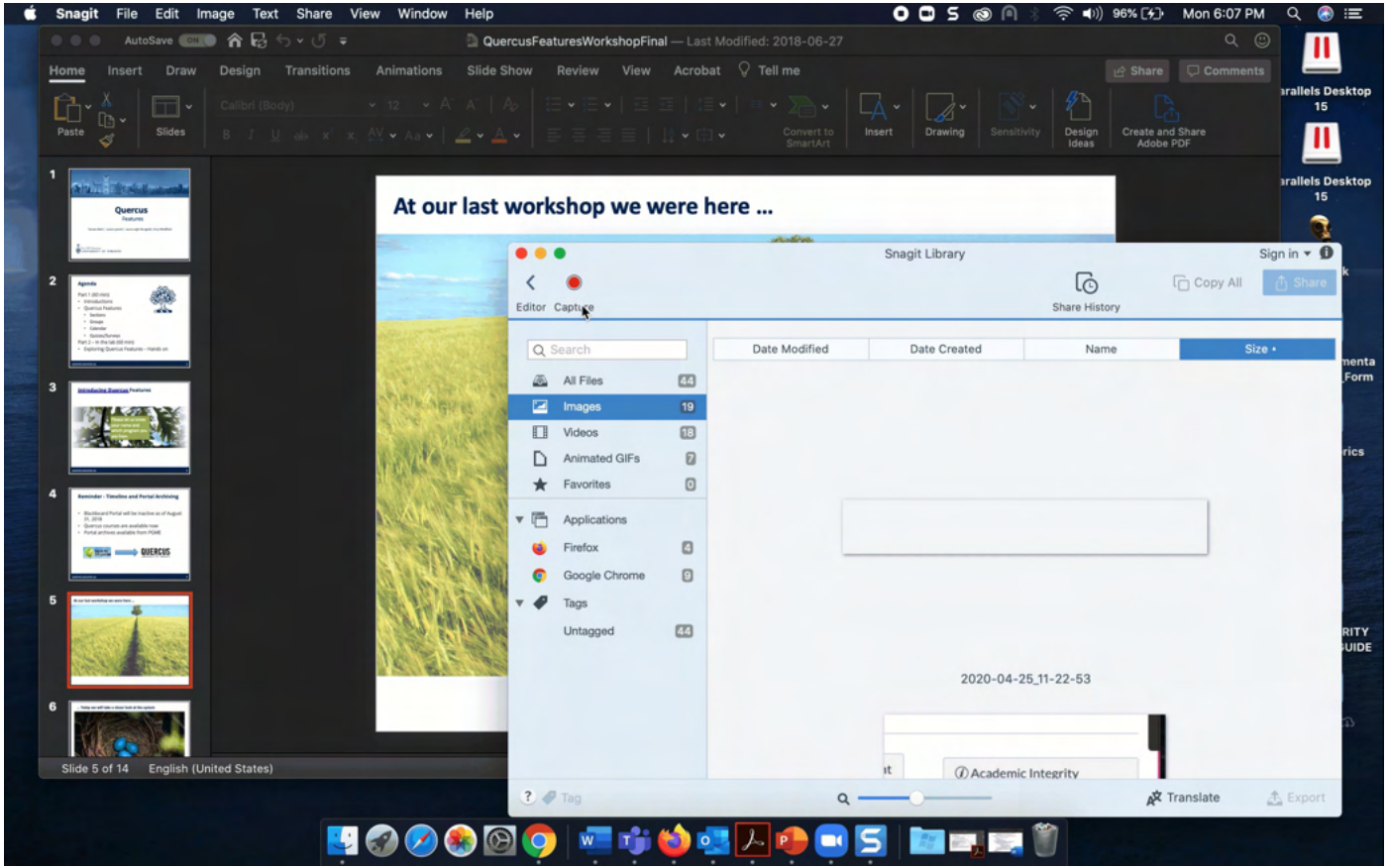
Access Snagit Software & Review CTSI Resources



CTSI Lecture Capture Resources https://q.utoronto.ca/courses/46670/pages/lecture-capture/

Familiarize yourself with the software

View Tutorials



Links to tutorials: [1. Snagit step by step] [2. Tutorial From Techsmith]

Before

Plan your lecture recordings:

- Think about your lectures as being divided into 5-10 minute chunks
- Create a Table of Contents for your lecture accordingly
- Have a script or well-defined outline ready

Recording

Practice first – record a few slides and then review.

Sound:

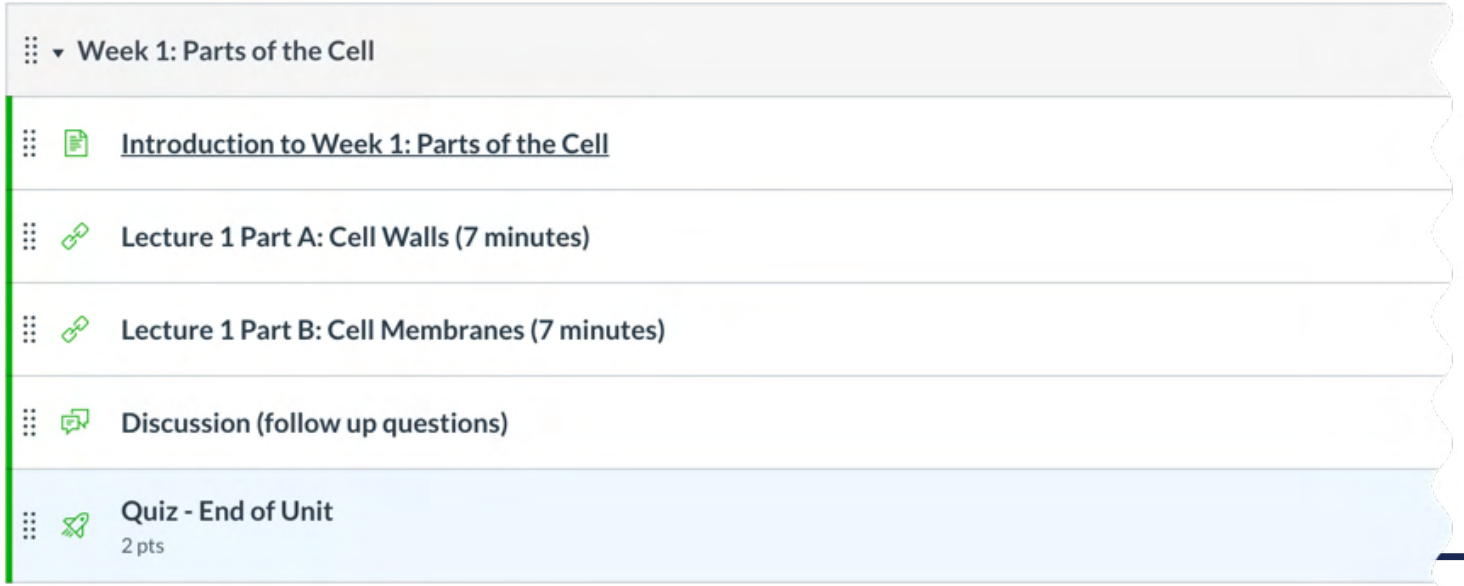
- Check your sound quality
- Use a good mic (a headset with mic works well)
- Record in a quiet space

Asynchronous tips and strategies

- Be comfortable making small mistakes
- Talk at comfortable pace

Pedagogical considerations

- Enhance mini lectures with comprehension quizzes, discussion-based assignments, group work activities



Pedagogical considerations

- Limit cognitive load – less is more – avoid the CP24 effect

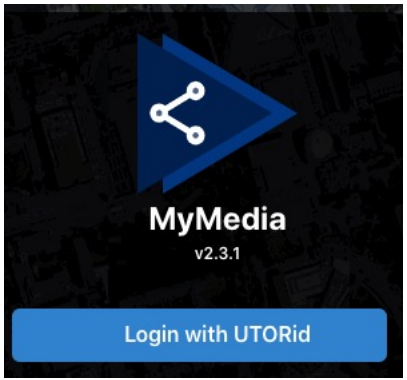
Answer in the chat

How might you make use of lecture recording software? (Even if your course is synchronous!)

Lecture Recordings: Sharing with Students

After recording

- Host your files on MyMedia or Microsoft Stream
- Post link to lectures on Quercus



[Streaming services comparison chart]

[mymedia.library.utoronto.ca]

QUERCUS | After: Make recording available to students

View our information about video hosting, captioning, and sharing:

- Quercus Support Resources: Download Zoom Recordings
- Quercus Support Resources: Captioning Classes and Webinars
- Quercus Support Resources: Video Hosting and Sharing
- CTSI Guidelines for Audio and Video Recording of Lectures and Class Sessions

Quick poll

Which mode of delivery are you more likely to use?

A. Synchronous (e.g., MS Teams Meeting, Zoom)
B. Asynchronous (e.g., Snagit, MS Teams Meeting, Zoom)
C. Hybrid/blend of synchronous and asynchronous elements
D. Unsure

Best of both worlds

Case 1:

- **Asynchronous** lecture recordings
- **Synchronous** seminar discussions

Case 2:

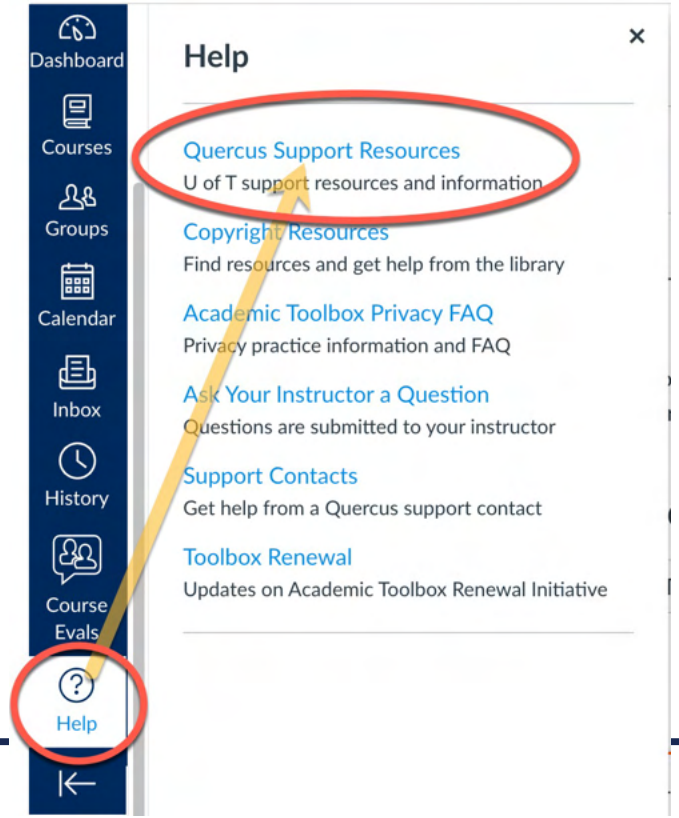
- **Synchronous** lecture sessions; recorded for later viewing
- **Asynchronous** welcome video and course tour

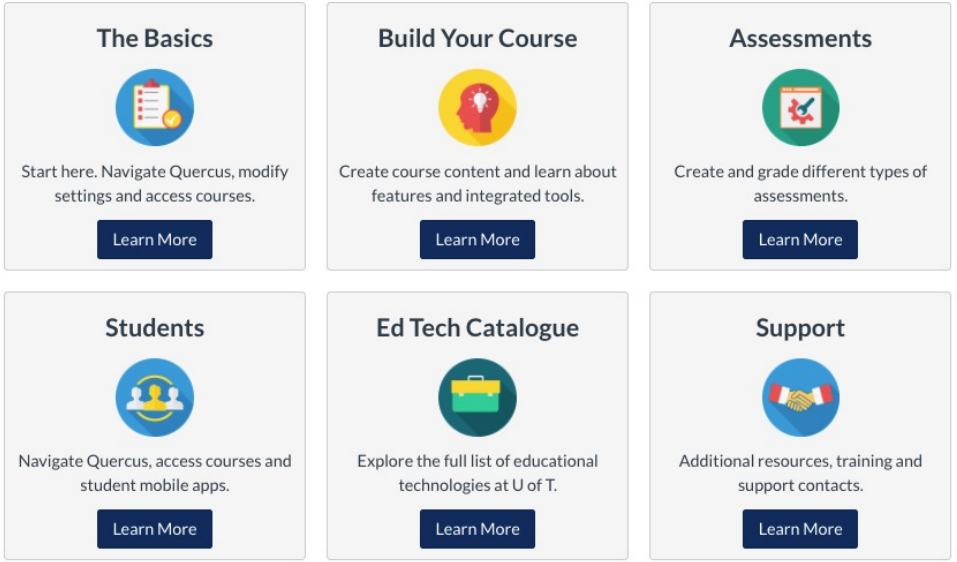
Navigating support resources

Webinars

Upcoming webinars	
Planning and preparing your course	Recordings and materials: https://uoft.me/ctsi-videos Other CTSI and U of T events: https://teaching.utoronto.ca/events
Connecting and interacting with your students online	
Organizing your course content	
Assessing student work and providing feedback (Parts I & II)	
Teaching from a distance: Webinars and lecture recordings	
Active learning strategies for online teaching	
Quercus Quickstart	

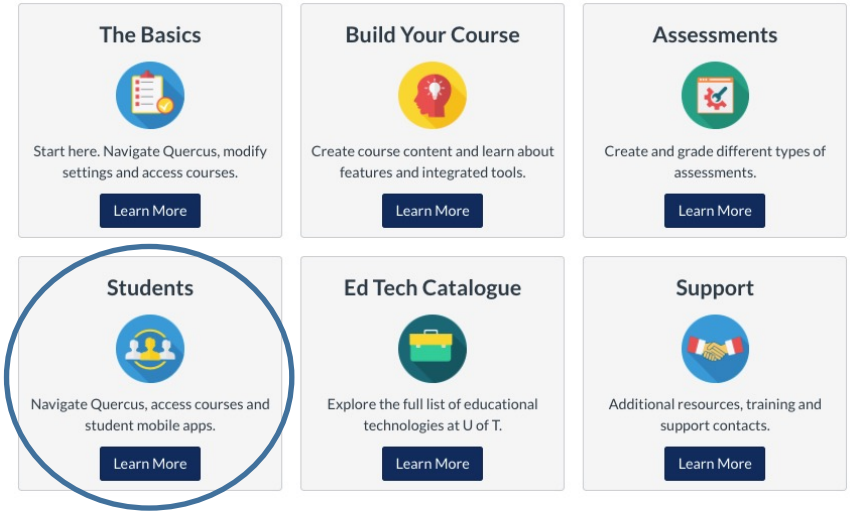
Quercus support resources





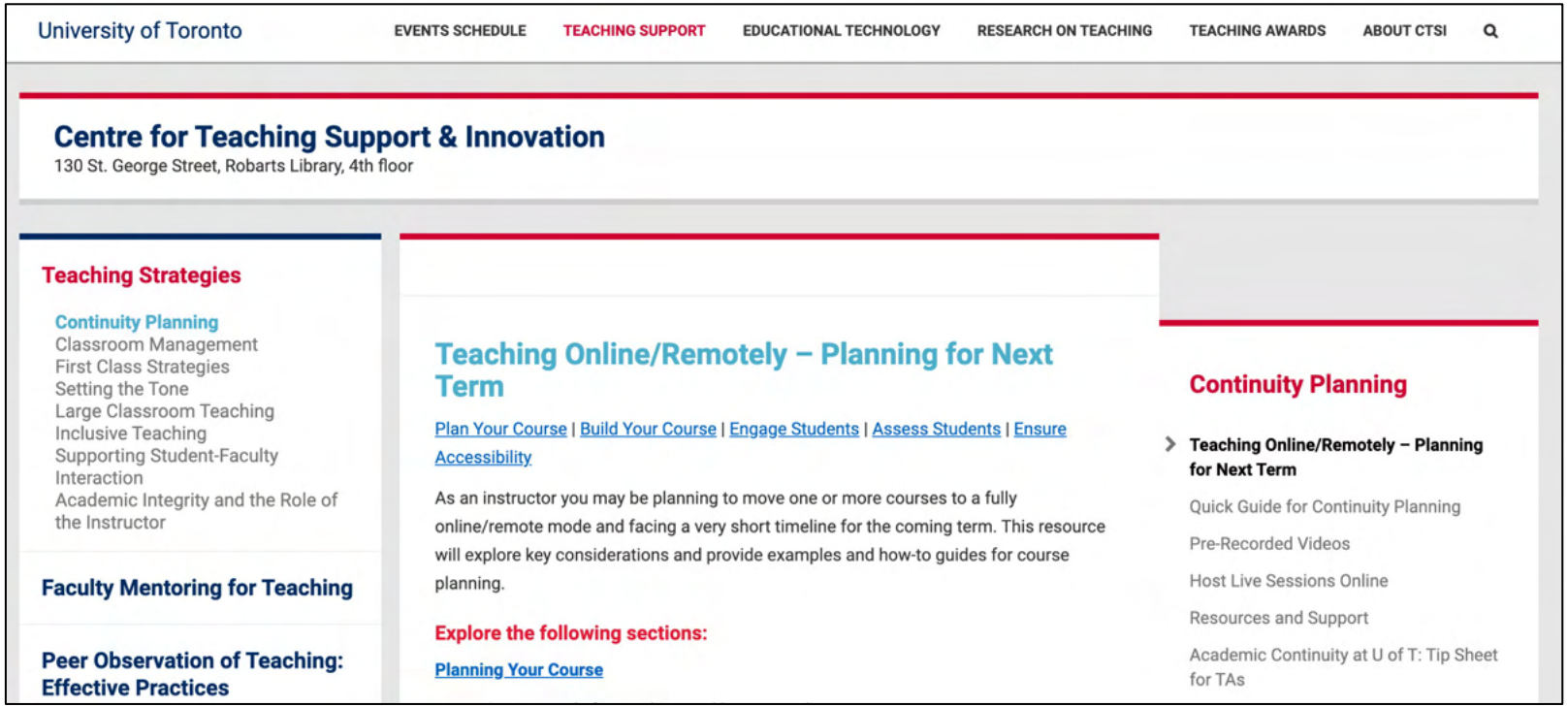
https://uoft.me/qresources

Student support resources



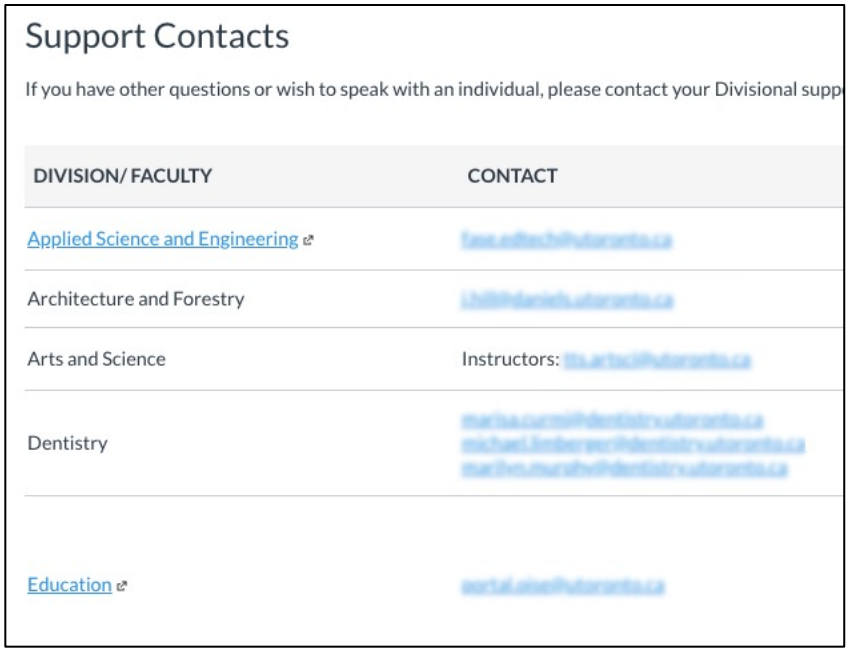
- Technology Requirements for Remote Teaching and Learning
- Quercus Student Guide

Planning guide: Teaching online/remotely



https://teaching.utoronto.ca/teaching-support/strategies/continuity-planning/online-remotely-pnt/

Divisional support



Support Contacts

If you have other questions or wish to speak with an individual, please contact your Divisional supp

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering	[redacted]
Architecture and Forestry	[redacted]
Arts and Science	Instructors: [redacted]
Dentistry	[redacted]
Education	[redacted]

https://uoft.me/qsupportcontacts

CTSI website: https://teaching.utoronto.ca

Upcoming events: https://teaching.utoronto.ca/events

Quercus Support Resources: https://uoft.me/qresources

Divisional Support: https://uoft.me/qsupportcontacts

Questions/Consultations: q.help@utoronto.ca

Questions?

Thank you!