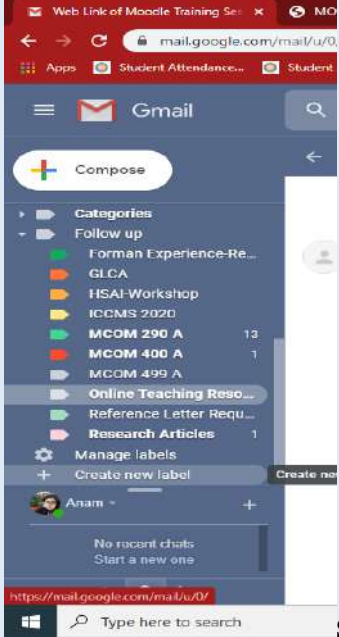


UNIV 100: Foundation of University Education
Anam Muzamill (Coordinator, UNIV 100)

Brief for teaching Online		
(Primary and Necessary)		
Teaching/Learning Component	Recommended Online Tool	Training Needs, Instructions and Guidelines
Recording Class Lectures (Video)	<p>1.Zoom (https://zoom.us/) Sign up for free, request demo, host a meeting with or without a video. You can host the meeting alone and when you end the meeting video will automatically be saved on your system).</p> <p>Through shared screen option you can show your lectures and can use an embedded whiteboard during lecture in Zoom.</p>	<ul style="list-style-type: none"> ✓ Link to online demo by a fellow faculty: https://youtu.be/HXV397tpqBI ✓ Recommended Video Limit: 15 min. ✓ Do not live stream the video ✓ Record the video and make it available to students to view in their own time.
Class Lectures (Text, Graphics and Images)	<p>1.You can use a power point presentation for your lectures.</p> <p>2.If you wish to prepare infographics or posters you can use www.piktochart.com</p>	<ul style="list-style-type: none"> ✓ An online demo to use tools will suffice
Uploading/Sharing Lectures	<p>1.You can upload your video lectures on the Youtube. If you do not want to open your content for public viewing you can choose “Privacy-Unlisted” option while uploading, this will allow your content to be available to those with the video link only.</p> <p>2. You can share the link of the video on the Moodle Account.</p> <p>3. If Youtube doesn’t work for you well, share the video for Google Drive (allow access) so students can download the information.</p>	<ul style="list-style-type: none"> ✓ An online demo to use tools will suffice for uploading material on YouTube. ✓ For Moodle Training: https://www.fccollege.edu.pk/training-for-faculty-use-of-moodle-for-online-teaching/ ✓ For Moodle FAQs http://tmoodle.fccollege.edu.pk/moodle/faq/index.html

<p>Ensuring participation and feedback</p>	<p>1.To make sure that students have gone through the content you have shared with them please add questions at the end of your lecture and ask them to send a video/audio/written response for example 1 min to nail it for the feedback.</p> <p>2.You can also ask them to record short “Do it at home activity” for example they can prepare a poster response for student motivation topic or record a short response video of a family member about distressing during pandemic.</p>	<ul style="list-style-type: none"> ✓ Use any suitable feedback method ✓ Clear communicate the description and guidelines for activity
<p>Assessments: Assignments and Presentations</p>	<p>1.Use Moodle Preferably. You can create assignments on Moodle and set the deadline.</p> <p>2. You can use email or other suitable platform for students to submit their assignments.</p>	<ul style="list-style-type: none"> ✓ Revise the outlines and reevaluate the assessment you have set for the course. Please choose suitable and manageable assessment for students to do online without compromising the outcomes. ✓ Set the rubric for the assessments. Clearly communicate the criteria for evaluation and grading percentage for the assignment.
<p>Readings and Class Notices</p>	<p>Use can use Moodle to share the content online with your students.</p>	
<p>Interaction and Communication</p>	<p>2. There are several tools available to chat with students and post announcements. You can use Padlet or Edmodo or Hangout (hangout is embedded in our Gmail window) where you can add students by email address and this wouldn’t create an issue of disclosure of cell phone information.</p> <p>3.Padlet is a great tool for discussion forum and online interaction.</p>	<ul style="list-style-type: none"> ✓ All these tools have demos available online. ✓ Please make sure that you communicate the rules and ethics for online discussion. Please administer the discussions when necessary. All these tools have an option to control the discussion as and when necessary.

Teaching/Learning Component	Recommended Online Tool	Training Needs, Instructions and Guidelines
(Optional and Additional)		
Open/Free Courseware	<p>These links are sent by VR office, you can choose the courses or component of the courses for students to do online. Please make sure you choose free option for students:</p> <ol style="list-style-type: none"> 1. www.edx.org 2. www.alison.com 3. ocw.mit.edu 4. www.classcentral.com 5. www.ecornell.com 6. www.coursera.org 7. www.Futurelearn.com 8. www.ted.com/talks 	<p>✓ Please browse the courses and choose the ones students can do. Please choose free options and also clearly communicate to the students if they will receive any marks for completing the course.</p>

<p>Managing your Gmail Inbox</p>	<p>Since a lot of interaction will happen online you can create various labels by using “Create New Label” option. You can create labels for each of your classes and can mark incoming emails to keep a track for each course email.</p>	 <p style="text-align: right;">Screenshot</p>
<p>Short online quizzes and feedback game</p>	<p>KAHOOT https://kahoot.com/schools-u/ Enables to create shot MCQ based quizzes for students with a timer. Faculty will need to make an account on KAHOOT where students will just need an app (available for free both on Android and iOS).</p> <p>Once you create a quiz on KAHOOT you can share the pin with your students to attempt the quiz.</p>	<p>✓ An online demo to use tools will suffice</p>
<p>-Thank you-</p>		

To Do

- ✓ Please note “Online Course performa for faculty” is attached with email. Please fill the performa after re planning and aligning your course for online teaching. Submission for performa is due on March 24. Please make sure to meet the deadline as I need to send these performa to Vice Rector for review.
- ✓ By March 30 faculty should be ready to teach online.

Training Needs

- ✓ Please experience the tools recommended for the online teaching before launching them for students
- ✓ Moodle training material is already added to the table. If you need further individual help we can meet through a video call to discuss.
- ✓ If you need to test a certain tool and need a volunteer, I will be happy to assist.

HELP

- ✓ For course planning and feedback: anammuzamill@fccollege.edu.pk
- ✓ If I or a friend can't answer a query regarding online teaching, then query can be sent to Vice Rector
- ✓ Write to ITS only for routine matters.