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March 6th, 2020

Instructions for Moving In-Class Courses Online

With COVID-19 escalating, it is important that we prepare ourselves for the possibility of teaching in-class courses online here at the GTU. Below, you will find detailed instructions and suggestions for providing lectures and student discussions on Moodle.

Also, if you would like to receive a walkthrough from the Director of Digital Learning on moving your course online, please email Diandra Erickson: derickson@gtu.edu

If you have any questions, please do not hesitate to reach out to the Director (email above) or the Moodle Assistant: moodle@gtu.edu

Moving lectures and instructor presentations online

Option 1: VoiceThread

VoiceThread is an interactive tool that allows instructors to create video and/or audio lectures. You can also include PowerPoint slides in your presentation if you choose. You can access VoiceThread directly from Moodle, and this is a good option for instructors who may not have video or audio recording software to use. VoiceThread is also a good asynchronous collaborative tool that gives instructors and students a space to have conversation online (the collaborative aspects of VoiceThread will be discussed in more detail below). For both lecture and student discussion needs, VoiceThread is a nice 2 for 1 option.

To use VoiceThread for a lecture, please follow these instructions:

1. Log into Moodle and go into your Moodle course
2. “Turn editing on” by clicking on the gear in the top right corner.
3. Choose which week of the semester that you would like to post your VoiceThread lecture and click “Add Activity or Resource.”
4. In the activities section, scroll down near the button and click on “VoiceThread.”



5. Click on the VoiceThread link that you just created and choose “individual VoiceThread.”
6. You can then choose to upload media (PowerPoint slides, photos, PDFs, etc) and/or create a video or audio recording.

If you have not used VoiceThread before, feel free to refer to this training video that explains how to use this tool in detail: <https://voicethread.com/myvoice/thread/12770695>

Here is an abridged version of the above video:

<https://www.youtube.com/watch?v=XRUj0KE5I2w>

In addition, there are several help guides and resources for VoiceThread on our Moodle site home: <https://moodle.gtu.edu/mod/page/view.php?id=174133>

The Director of Digital Learning is providing two VoiceThread workshops via Zoom on *Thursday, March 12th at 1:30pm and Friday, March 13th at 10:00am.*

If you would like to attend, please email the Director for more information on how to participate in the Zoom meeting.

Option 2: Post a video lecture in Moodle.

This is a good option for instructors who may already have video lectures recorded or will use their own software to record videos. Once the video is recorded, you can post it to Moodle. Please see the instructions below:

If your lecture recording is saved on your computer and it is *less than 50 MB*, then you can upload it as a file to Moodle.

1. “Turn editing on,” then choose where you want the video posted, and click “add activity or resource.”
2. Scroll then to “Resources” and click “File.”
3. Then upload the video.



Please note that the default is 10MB. You can increase the size by clicking on the “gear,” then “editing settings,” then scroll down to “Files and upload.” Then select the appropriate size.

If your video is *larger than 50 MB*, then it needs to be added to Moodle as a URL.

1. Once you created your video lecture, choose which platform you want to use to make it a link: YouTube, Vimeo, Google Drive, and Dropbox are all good options for this. Please note that for YouTube and Vimeo, you can choose to make your video private, so only those with the link can view your video. Also, note that if you are using Google Drive, sometimes it takes a while for a video to “process.” So, students may not be able to view the video right away once it is posted on Moodle.
2. Once the link to your video is created, then you can post it to Moodle. Click “Add Activity or Resource,” scroll down to “resource” and click “URL,” then add the link to your video.
3. Under “Appearance,” choose which display you want: I would suggest choosing “in-pop” up or “embedded.” Embedded means that when a student clicks on the URL link, then they can watch the video directly in Moodle. “In-pop-up” means that when a student clicks the link, then the video will pop up in a different window. Embedded works well with Youtube and Vimeo, but sometimes there are issues with the embed option for dropbox and google drive. For these, I would recommend “in-pop-up.”

You can also choose to add videos as a label. The main difference between posting a video as a URL or a label is that a video is embedded directly on the Moodle course page as a label, and the student does not need to click the URL link to view it. Please note that this option works best with Youtube or Vimeo videos. To add a video as a label:

1. Click “add activity or resource,” scroll down to “resources” and click “label.”
2. Then in “label text,” click the “insert audio/video file” button (it looks like a video camera)
3. Then insert the URL.
4. The video will then appear on your Moodle course page.

Option 3: Upload a PowerPoint Lecture

This is a good option for instructors who want to provide their lectures through audio narration and PowerPoint (instead of video). To upload your PowerPoint:

1. Click on “add activity or resource.”
2. Scroll down to “Resources” and click “File”



3. Then upload the PowerPoint.
4. Most PowerPoint presentations with audio are less than 50 MB, so it can be uploaded to Moodle. If your PowerPoint is more than 50MB, then it needs to be exported as a video. If this is the case, then follow the steps under option 2 to post it to Moodle.

Option 4: Zoom Video Conferencing

For instructors that would like to offer synchronous or “real-time” lecture to their students, Zoom is a good option. GTU faculty can get access to Zoom pro if your institution does not already provide it for faculty members. *If you do not already have Zoom pro and would like to be added to our GTU license, please email the Director.*

If you are using Zoom pro through the GTU license, then you can set up a meeting directly in Moodle, and students can access the meeting directly in Moodle as well. You can find “Zoom” by clicking “Add an Activity or Resource,” then scrolling towards the bottom of “Activity.”

If you are using Zoom pro with an account that is *NOT through the GTU*, then you are unable to use the Zoom link in “Activity and Resource,” but you can still post your Zoom link in your Moodle course page for students to access using the URL function.

If you would like to present a lecture through Zoom with handouts or a PowerPoint presentation, you can do this by clicking the green “screenshare” button on the bottom of your screen. With screenshare, you can share any documents you would like with your class during your live lecture.

Transferring student face-to-face discussion to online discussions

Moodle offers multiple ways for students to continue having meaningful conversations with each other in an online environment, both asynchronously and synchronously. Below are some of the options:

Asynchronous Option 1: VoiceThread

As mentioned above, VoiceThread is a great tool for student collaboration. When an instructor creates a VoiceThread, students can create video, audio, or text responses to their instructor’s



presentation. Students can also respond to other students' posts on the VoiceThread. This tool provides a great way for students to see and hear each other without being in the same room. It also does not require students to be online at the same time. I would highly recommend this option for class discussions.

You can also ask students to submit their own assignments or presentations through VoiceThread. This could be helpful if you want students to view other students' presentations and comment on them. Step-by-step instructions for setting up VoiceThread student presentations are included in the VoiceThread tutorial video above.

If you choose to use VoiceThread, please have VoiceThread video tutorials available for students on your Moodle site, so that they can learn how to use it. The following videos are helpful:

<https://www.youtube.com/watch?v=bcPJCwQxvIE>

<https://voicethread.com/howto/moodle-2/>

As a reminder, the Director of Digital Learning is providing two VoiceThread workshops via Zoom on *Thursday, March 12th at 1:30pm and Friday, March 13th at 10:00am.*

Asynchronous Option 2: Moodle Discussion Forums

Moodle discussion forums are a simple way for students to have text-based discussions. To set up a forum, follow these steps:

1. Click "Add an Activity or Resource"
2. Under "Activity," choose "Forum" and add the title and Forum description.
3. If you have a large class, you may want to consider splitting your discussion into "groups." For instructions on how to create groups visit:

<https://docs.moodle.org/38/en/Groups>

Synchronous Option 1: Zoom Video Conferencing

If instructors want to continue having real-time meetings with students remotely, then Zoom is a good option. Please see above from instructions on how to set up Zoom in Moodle. As mentioned above, *If you do not already have Zoom pro and would like to be added to our GTU license, please email the Director.*



It can be difficult to navigate large group discussions through Zoom. Below are some ways that you can better facilitate live discussions in your Zoom meetings:

1. **“Breakout rooms.”** Instructors with a larger class should consider the “breakout room” option, which will allow your students to meet virtually in small groups within the Zoom meeting. For instructions on how to set up “breakout” rooms see the link below:

Instructions for Zoom “breakout rooms”: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

Also see this link for additional information and instructions on breakout rooms: <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms>

2. **“Raise hand”** function. Non-verbal communications have been enabled in the GTU Zoom license. If a student clicks on their “participants tab” on the bottom left of their screen, they will see a “raise hand” button. When the student clicks on that button, the meeting host will be notified that a student has raised their hand. This could be a helpful way to have students speak one at a time, instead of facing the issue of multiple students speaking at once in a larger group.

Link to instructions on the “Raise Hand” function: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>

Please note that both the “Breakout Rooms” and “Raise Hand” features need to be enabled by the Zoom administrator. The Director of Digital Learning has enabled these settings for the GTU Zoom license, but these settings may not be enabled for other institutional Zoom licenses that faculty may be using. If you are not using the GTU license, and these settings are enabled, you can contact your administrator to inquire about the possibility of having access to these functions.



Synchronous Option 2: Live Chat Room

The Chat Room provides a space for text-based live chat. It is a good option if you have students who are uncomfortable with face-to-face Zoom meetings or do not have the technology or bandwidth to enter a Zoom meeting remotely. To set up the Chatroom:

1. Click “Add Activity or Resource”
2. Under “Activity” scroll down to Chatroom.”
3. Add the title and description of the Chatroom.

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