ONLINE CLASSES AND MEETINGS
A Guide to Working in an Online World

Oklahoma State University
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Online Classes

Classes going online from March 23rd to at least April 3rd.

Utilize Canvas for all class materials. Students know where to find class documents.
About Canvas

Canvas is the new Learning Management System being adopted by Oklahoma State University In Fall 2019. It is a flexible, easy-to-use platform with a clean interface, rich multimedia capabilities, and dedicated mobile apps for both students and instructors.

ITLE fully supports instructors and TAs interested in learning more about Canvas usage and best practices through a combinations of trainings, instructional videos, and one-on-one consultations.

- Use the events page to register for a face-to-face or virtual training session.
- View the video below to learn how to get started with setting up your class in Canvas.
- Access dozens of short videos below demonstrating various aspects of Canvas.
- Contact ITLE with questions and we will be glad to help you: canvas@okstate.edu or (405) 744-1000.
About Canvas

https://it.okstate.edu/services/canvas/index.html

https://itle.okstate.edu/Canvas.vbhtml
For the courses you are teaching, you can share:

- Assignments
- Discussions
- Files
- Grades
- Quizzes and exams
- Record or upload videos
Translating Classes to Online

◦ What is the teaching objective?
◦ How do you translate what you are going to teach into an online environment?
  ◦ Lecture
  ◦ Lab
  ◦ Other
◦ Tools
  ◦ Videos
  ◦ Slides
  ◦ Reading Materials
  ◦ Assignments
  ◦ Quizzes and Exams

https://itle.okstate.edu/TeachOnline.vbhtml
Translating Classes to Online

- Do I need to make videos?
  - How you decide to teach online is up to you.
- Do I need a webcam or microphone to make videos?
  - It depends on the style of video you are making.
  - If recording audio for video, you will need either a webcam or USB microphone.
- May not need equipment for teaching online.
- May need webcam for online meetings, interviews, and student advisement.
Student Resources

- Can use personal devices.
  - Home computer
  - Laptops and tablets
  - Smart phones
    - Canvas app is available

- Check out laptops from OSU Edmon Low Library.
  - First come first serve

- Use one of the open computer labs or reserve study space.
  - Use of headphones in public spaces is recommended.
  - Animal and food science graduate students can use the ANSI 204 computer lab.
Student Resources

- Closed computer labs
  - Classroom Building
  - Math Sciences

- Open computer labs
  - At this time, all other computer labs are open.
  - Includes Ferguson College of Agriculture computer labs.
Online Meeting and Interviews

Use equipment in conference rooms or webcam in office.

Skype
Make a free Skype account.
Microsoft Skype for Business: https://it.okstate.edu/services/microsoft-skype/index.html
Program may already be on your computer.

Zoom
DASNR Zoom License (Basic) https://dasnr.zoom.us/
If you would like Pro license, talk to your computer specialist.
Online Meeting and Interviews

Use equipment in conference rooms or webcam in office.

Skype


Zoom

Online Meeting and Interviews

Before Meeting

Make an account.
Get familiar with the program.
Make sure you know how to connect to the meeting.
Make sure webcam and microphone are connected before starting a meeting.
For more information:

- Coronavirus: Faculty and Staff Resources
  - [https://go.okstate.edu/coronavirus/faq/faculty-staff-faq.html](https://go.okstate.edu/coronavirus/faq/faculty-staff-faq.html)

- Coronavirus: Frequently Asked Questions
  - [https://go.okstate.edu/coronavirus/faq/index.html](https://go.okstate.edu/coronavirus/faq/index.html)