



ONLINE CLASSES AND MEETINGS

A Guide to Working in an Online World

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

Tutorial Videos and Guides

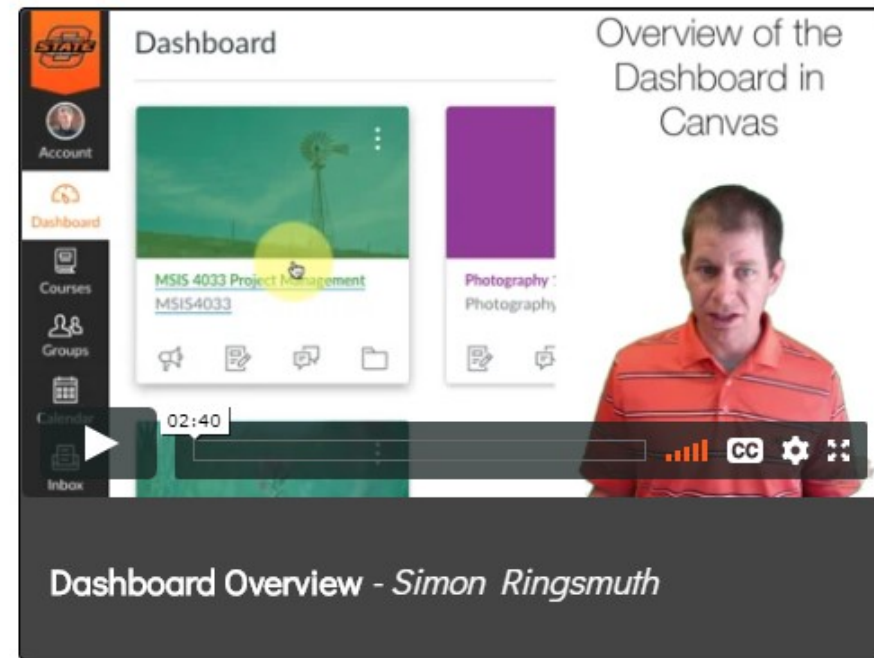


Getting Started with Canvas

1. Login
2. Access your course
3. Upload your syllabus
4. Create a module
5. Create an assignment

05:37

Getting Started with Canvas - Simon Ringsmuth



Dashboard Overview of the Dashboard in Canvas

02:40

Dashboard Overview - Simon Ringsmuth

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

<https://itle.okstate.edu/Canvas.vbhtml>

About Canvas

- For the courses you are teaching, you can share:
 - Assignments
 - Discussions
 - Files
 - Grades
 - Quizzes and exams
 - Record or upload videos

The screenshot displays the Canvas LMS interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, and Help. The main content area features an orange header for 'Course Name Information' with an information icon. Below this, text explains that new course names will include site, course number, and term. An example course name is provided: 'ITS-1000-11111 Intro to Brightspace - OSU.11111.201660'. A list explains the components: Short Name (3-4 letters), Course Number (4 digits), Site (OSU, OKC, OKM), CRN (Course Reference Number), and Term (Year, Semester). A message for Oklahoma State University follows. Below is a 'Notifications' section with a 'Notification Preferences' button. The 'Dashboard' section shows two course cards: 'DASNR IT Sandbox' and 'Going Digital', each with a share icon.

Course Name Information

With the implementation of a new Student Information System courses will now have an

Example of a new course name:

- ITS-1000-11111 Intro to Brightspace - OSU.11111.201660

What each part represents:

- Short Name-Course Number-CRN - Site.CRN.Term
- Short name = 3 to 4 letter abbreviated course name
- Course number = 4 digit course number
- Site = OSU (Stillwater), OKC (Oklahoma City), OKM (Okmulgee),
- CRN = Course Reference Number
- Term = Year (2016) Semester (20 Spring, 40 Summer, 60 Fall)

This is a message for Oklahoma State University

Notifications. Tell us how and when you would like to be notified of events in Canvas.
[Notification Preferences](#)

Dashboard

DASNR IT Sandbox
DASNR

Going Digital
Going

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

Zoom



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.

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



More information:

<https://bit.ly/3b1xZkl>

More information:

<https://bit.ly/3b12ly9>

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>
- **Coronavirus: Frequently Asked Questions**
 - <https://go.okstate.edu/coronavirus/faq/index.html>