

Teaching Online During University

Closures (taken from Center for Teaching and Learning at Columbia University)

Most of the academic year, classes meet during their scheduled time. On rare occasions, unforeseen circumstances may mean that instructors or a large number of students cannot make it to the classroom. In those cases, instructors can employ instructional technologies like CourseWorks (Canvas), Zoom and Panopto to continue instruction and communicate with students.

Detailed messages and updates on University Closures are posted at preparedness.columbia.edu.

The resources on this page provide guidance and support in the event that instructors need to facilitate their courses online.

Host Class Virtually on Zoom

Hold synchronous, live sessions, that can also be recorded for later viewing

Zoom is a video conferencing tool that allows users (e.g. instructors) to speak with others (e.g. students) in different locations by streaming audio and video. The tool is accessible from a computer, a smartphone or a tablet. Instructors can elect to have these live sessions be recorded for later viewing by students via CourseWorks.

For schools that are centralizing their use of Zoom for instructors, please refer instead to school-specific communications. In case your school and department do not centrally set up Zoom sessions for your class, to use Zoom:

- Create a basic Zoom account by visiting <http://columbiauniversity.zoom.us> and clicking on the **Sign In** button. To upgrade to a professional account, which allows for longer meetings, please [submit a ticket to CUIT](#) after the basic account is created.
- Enable “Zoom Class Sessions” in CourseWorks course if it’s not already active:
 - **Settings -> Navigation**
 - Scroll down, click on **Zoom Class Sessions -> Enable -> Save**
 - Click on the Zoom Class Sessions link to schedule and begin live sessions
 - [Additional Instructions](#) for enabling Zoom in your CourseWorks course site
- Learn more about Zoom through [CUIT’s resources](#).
- Review the [Zoom Essential Features Guide](#).

- Review the [Zoom Educational Technology Fact Sheet](#)

Pedagogical Resources for Zoom:

- Swarthmore College offers an [overview of student engagement techniques](#) instructors can employ while teaching via Zoom.
- The University of Iowa's Office of Teaching, Learning & Technology provides a [practical guide for teaching with Zoom](#), including creative assignment options.

Set Up Discussions in CourseWorks

CourseWorks provides an integrated discussion tool that allows for interactive communication between instructors and students, focused discussions, and graded assignments.

- Learn how to [Create a Discussion Board](#) in CourseWorks.
- Review [Discussion Board Best Practices](#) and additional options for using discussion board in CourseWorks.

Create and Grade Assignments in CourseWorks

Instructors can create assignments CourseWorks, and students can submit them electronically. Once students have submitted assignments, the gradebook in CourseWorks offers an enhanced way for instructors to enter grades, track students and their progress, and calculate and submit final grades to SSOL.

- Learn how to [Create an Assignment](#) in CourseWorks.
- Review the CTL's quick video tutorial on [Using the Gradebook in CourseWorks](#).
- Engage in a full overview of creating and grading assignments in CourseWorks in the CTL's self-paced course: [Assessment and Grading in CourseWorks](#).

Additional Tools

The following resources offer additional options to facilitate and support remote classes.

- Host a [video conference with BigBlueButton](#) (built into CourseWorks).
- Use collaborative tools freely available through Lionmail Drive such as Docs, Sheets, Slides, Hangouts, and more:
 - Learn more about [Lionmail Drive at Columbia](#).

Further Reading

- Review best practices and strategies for [engaging students in online teaching](#) and learning.

- Learn about blended learning practices and experience a guided design process for a blended lesson or unit of study in the CTL's self-paced course: [Blended Learning Essentials](#).

Questions?

Contact the CTL at 212-854-1692 or ColumbiaCTL@columbia.edu or contact the [CUIT Service Desk](#) for IT support.