

# REMOTE TEACHING

## Technology Tips

### I want to:

#### Communicate with Students:

- To discuss a case:
  - **Answer:** You can call on them verbally and then unmute them or ask them to unmute themselves to speak
- To ask students to talk to each other in small groups
  - **Answer:** You can do this with [Breakout rooms](#)
- By handout or something I prepared ahead of time
  - **Answer:** You can add things to "files" on Canvas and direct students to view those in advance of a session or send an announcement to the class prior to meeting and attach a file to the announcement
- Writing stuff on the board that's important
  - **Answer:** You can keep a virtual board in the form of a Word document on your computer as you go and then upload that to "files" in Canvas for students to access later if needed. If you're working in a classroom, you can toggle between sharing your screen and showing the video of the board.

### How do I?

#### Make someone else the presenter?

- Click on Manage Participants in the meeting controls at the bottom of the **Zoom** window.
- Hover over the name of the participant who is going to be a co-host, and choose **More** & click **Make Co-Host**.

#### Share my screen?

- The host and attendees can screen share by clicking the **Share Screen** icon.
- Select the screen you want to share. You can also choose an individual application that is already open on your computer

#### Test my audio and video?

- If video and audio aren't working, or if a tech issue arises that they can't fix, suggest that they chat or verbally tell students that they need a few moments to troubleshoot the technology and suggest that the students turn off audio/video and take a 15 minute break.

### Starting My Class

#### What should I do first?

- Login into [Zoom](#) from MHSL website to register your account
- Use your [Canvas](#) course site to gain access to your virtual classroom, by clicking on the Zoom Pro link from the course navigation.

#### How do I schedule my class session?

- Zoom Pro Meetings can be scheduled from within a Canvas Course. Users access the Zoom Pro for Canvas tool from the navigation area for the course. The landing page shows information on upcoming meetings and previous meetings. Any user with the correct permissions will see the Schedule a New Meeting button.
- Helpful resources for hosting your class in Zoom Pro can be found on the [MH website](#).

### My Virtual Classroom

#### For your first class:

- Set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Discuss online etiquette and expectations of the students in your first virtual class
  - (i.e. student remain muted when they are not speaking to avoid unnecessary and distracting background noise.)
- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class.
- Take time to promote questions, comments, and reactions from your class.



For best tech support contact [remote@mitchellhamline.edu](mailto:remote@mitchellhamline.edu). Please briefly describe the issue, what class/program/section this is for (ex: Professional Responsibility, BAM, section 1), and where you are located (which room if on campus, otherwise a phone number to reach you if you are off campus)