



Teaching Remotely Guide

Provide Your Course Resources Online

If your course doesn't already have a shell in Moodle, the first step is to contact the [IT department](#). We have a [Moodle Tutorial course for Instructors](#) on how to use many of the features in Moodle. If you need assistance with Moodle or other educational technologies, please email eLearning@helenacollege.edu.

Instructional Equity

The “[Designing with Equity in Mind](#)” document provides some guidelines for addressing the instructional equity gaps in Online Education.

Post key class materials

- [Add content](#) such as your class notes, readings, and presentations.
- [H5P in Moodle](#) allows you to create a variety of interactive course contents.

Communicate with your class through Moodle

- **Announcements** are an ideal way to post time-sensitive information critical to course success. Add announcements for due dates for assignments and projects, changes to your syllabus, corrections/clarifications of materials, and exam schedules.
- [Course messages](#) are private and secure text-based communication that occurs within your course among course members.
- [Open Forums](#) allow students to discuss and share ideas. You can observe as students demonstrate their grasp of the material and correct misconceptions.
- [The Quickmail tool](#) allows you to send email to students in your course without launching a separate email program, such as Outlook or Gmail. You can send email to individual students or to groups of students.
- **Virtual Office Hours** using [WebEx in Moodle](#) or using [TEAMS](#).

Assess your students

- [Assignments](#) allow you to [create and edit assignments](#) as well as [grade assignments](#) submitted by students.
- [Quizzes](#) functionality allows you to measure student knowledge, gauge progress, and gather information from students.

- [Turnitin Feedback Studio](#) is a web application for the grading process that streamlines the grading process, making commenting more specific. Student work can also be compared against a database of websites and previous paper submissions from within the course and other courses, as well as other schools and universities.
- Using [Gradebook](#) in Moodle to securely keep your students' grades for record.

Record a Lecture

[Screencast-O-Matic](#) allows you to easily record audio, video, and your computer screen, and [integrates with Moodle](#). Please [add the "Captions" feature](#) for your recordings for ADA compliance. Captioning can be easily done by choosing the "speech-to-text" automated captions.

Hold a Synchronous Class Online

[WebEx](#) / [TEAMS](#) provides a robust platform for online collaboration and meetings, pairing full video and audio conferencing capabilities with content sharing and cloud recording. There are features in [WebEx](#) / [TEAMS](#) that allow you to replicate the classroom experience including screen sharing, whiteboards, and sharing videos with sound. You can easily [schedule a WebEx meeting in Moodle](#).

Library Resources

You can easily access many [HC Library Resources](#) online. For help with accessing library resources, please visit [Ask a Librarian](#).

Resources for Faculty

- [HC eLearning resources](#)
- [MUS eLearning resources](#)
- [Remote vs Online](#)
- [ADA Compliance in Online Materials](#)
- [Online Course Quality Design and Accessibility Standards Checklist](#)
- [Special Accommodations in Moodle](#)
- [TutorMe \(Online Tutoring\) in Moodle](#)
- [Google Voice](#)
- [PDF Tools - Split and Merge](#)
- [Forward office phone](#)

Resources for Students

- [HC eLearning resources](#)
- [MUS eLearning resources](#)
- [Moodle Tutorial for Students](#)
- [Recording a Powerpoint](#)
- [Open LMS Mobile App for Moodle](#)
- [How to Join a WebEx Meeting Video Conference](#)
- [Microsoft Teams Quick Tips](#)

eLearning Office Contact Information

eLearning@HelenaCollege.edu or

406- 447-6364 (office phone number) or

406-209-9748 (texting)

IT Department Contact Information

Email: IT@HelenaCollege.edu

Main Phone: 406-447-6960

Examples of In-Person Class Sessions Transformed to Online

In Person Plan	Synchronous Online Plan	Asynchronous Online Plan
In class lecture	Present lecture in real time using WebEx or TEAMS .	Record lecture using Screencast-O-Matic .
Guest speaker	Send guests a Meeting URL to access your WebEx or TEAMS meeting with your students.	Guests record their content using the free version of Screencast-O-Matic , they share the video URL link with you and you can post it in Moodle.
Student presentations	Students present in real time using WebEx or TEAMS .	Students record presentation using Screencast-O-Matic in Moodle .
Small group work/discussions	Small group work (assigned groups) using TEAMS breakout rooms .	Using “ Groups ” in Moodle for assignments or discussions .
Exam	Schedule oral exams with students using WebEx or TEAMS .	Convert your paper quiz to an online quiz in Moodle .
Peer review writing session	Assign groups using TEAMS breakout rooms .	Organize students into groups in Moodle and have students communicate feedback through Open Forums .