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

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