



## Pre-recording content using your own computer

Substituting your lecture content for a recording is one way of reaching students that are not on campus and provides an opportunity for the students to engage with the content multiple times if needed.

It is best to keep the recordings short and provide online activities that will help the students prepare for any face-to-face or online tutorial or workshop sessions. See Online Engagement and Teaching Hub for some activities

<https://lf.westernsydney.edu.au/engage/>

Some of the tools you may use to record your content are Zoom and Panopto. With both tools, you will need to download the Zoom or Panopto software, which will then enable you to record your screen or video from your webcam. Once recorded, you will need to upload the video onto your vUWS site through the Panopto tool in vUWS.

### Considerations

- Zoom produces smaller and more compressed video file which will be quicker and easier to upload into vUWS
- [Zoom – How to pre-record a presentation](#)
- Panopto Basic Recording Guide– [Windows](#) | [Mac](#)

## Pre-recording a lecture in WOS

The WOS studio can be used to record content for students to view online. Best use of the WOS studio is to chunk content into key concepts and keep the recording short (under 10 minutes). Where possible, it is best to change the activity for the student to do something active to digest the content such as research a topic area and report back to the class.

### Considerations

- Keep the recording(s) short (under 10 minutes). The recording(s) will be uploaded to Panopto in vUWS.
- Script your recordings that that a transcript is created for students.
- Use the WOS recording to explain difficult or confusing concepts.
- [More information about Western One Stop Studio](#)

## Live streaming a lecture or tutorial using zoom

Zoom meetings allow students to access the class in real time. It can be done through your computer or device that is being used to present to students.

Set up a Zoom meeting (for details on how to do this, see the end of the document).

Communicate to students that the class will be live streamed and ensure the information to access the zoom session is available on the vUWS site.

In case of any network interruptions for viewers with low bandwidth, record the session, export and upload to vUWS as an item.

### Considerations

- Be explicit during your dialogue. If you point at the screen or use a laser pointer it will not be visible to the students that are online. So give an audible explanation as well or use the mouse pointer instead.
- Be mindful of the audio – wear a lapel microphone that is connected to the computer or remain in front of the device running zoom to ensure the audio is captured.
- Where there is student interaction, repeat the questions or comments into the microphone on the device to ensure the audio is captured.
- Regularly pause and ask Zoom students if they have any questions throughout the lecture

### Considerations for Video use

Videos streamed through some servers, such as YouTube and Vimeo may not be accessible in some countries. Where the copyright is owned, the original files may be uploaded to vUWS as an item.

While Panopto may be viewed on laptops, it is not accessible by android mobile devices. Lectures automatically recorded and uploaded to Panopto can be downloaded and uploaded as an item in vUWS.

## Automatic Lecture Capture using Panopto

Communicate to students that the classes are automatically recorded and uploaded onto the vUWS site and can be viewed after the scheduled class.

Make sure that Panopto is accessible on your vUWS site so that students can view the recordings.

This is only available in Panopto facilitated rooms. For a list of rooms see [https://wsu.service-now.com/it?id=kb\\_article&sys\\_id=8e7993d1db43c4588a95322af49619e6](https://wsu.service-now.com/it?id=kb_article&sys_id=8e7993d1db43c4588a95322af49619e6)

### Considerations

- Panopto is not viewable in all countries across all devices. For such students, download your videos from Panopto and upload to vUWS as an item.
- Be explicit during your dialogue. If you point at the screen or use a laser pointer it will not be visible to the students that are online. So give an audible explanation as well or use the mouse pointer instead.
- Where there is student interaction, repeat the questions or comments into the microphone to ensure the audio is captured.

## Uploading Video Content

Uploading of video content can be done through Panopto or added in the content repository of your vUWS site and added as an item.

To upload your content using Panopto follow the guide [https://wsu.service-now.com/it?id=kb\\_article&sys\\_id=b14e18d8db8bcf0034a936db7c9619ed](https://wsu.service-now.com/it?id=kb_article&sys_id=b14e18d8db8bcf0034a936db7c9619ed)

Make sure that Panopto is available for your students to view <https://lf.westernsydney.edu.au/support/#panopto-link>

To upload your content as an item in vUWS, upload the file to the content repository first. Then choose the area you would like to add the video in the content area of your vUWS site and add an item using the video tool and select the content repository file.

## Synchronous remote group work using zoom break out rooms

For live streaming tutorial sessions, you may have group activities. Zoom allows breakout rooms for this purpose. For students that are not on campus can be put into a break out room with numbers of your choice. You can also choose the number of breakout rooms you will need and assign people to the group manually or automatically. The breakout rooms allow the students a more private interaction where they can freely discuss their ideas away from the whole of class environment.

For a tutorial on setting up and using breakout rooms, watch the linked tutorial.

<https://www.youtube.com/watch?v=jbPpdyn16sY>

## Asynchronous remote group work

An alternative to synchronous group work is to substitute activities that may be done asynchronously. Using vUWS Group function you can set spaces where students can share files, have discussions and create a space to work asynchronously.

### Considerations:

- It should be noted that asynchronous group work needs management and a check in of how everyone is doing is important to field frustrations that may be felt with some non-responsive participants.
- Timing is also important and should be considered, as online group work usually takes longer than face-to-face.
- Some strategies for online group work is to set a date for all participants to respond back with the way in which they will be communicating with each other including the mode and frequency. Students may choose to use social media such as FaceBook, WhatsApp, Google docs and such, however, providing the initial point of contact is important.
- Be clear with expectations of what is to be achieved and how each member will be accountable. You could use a statement of work plan for larger projects with students planning what they will do and setting the deadlines for each piece of work, which is signed off early in the project.

## Asynchronous discussion

The discussion board can be used to support or substitute face- to-face group work by being the platform where students can record their responses, discussions and findings. The rules of engagement in discussion boards is very important to impart to the students and moderation is needed to ensure the rules are being adhered to.

Strategies around successful discussion forums include using a semi-formal tone, colloquial but focused on the topic. Use topics that are open ended and value the unique perspectives of the students. Encourage other students to respond to posts and follow up on those that do with thanks and feedback about their responses. Allow enough time that students will read and respond to posts and make clear when the forum will close.

### Considerations

- Prior to the face-to-face class, create the Forum for the session.
- Being explicit about the time in which you will respond to posts helps lessen frustration students may feel if the post is not responded to straight away. It is best to give a time frame for responses (within 24 hours or such) or the days and times that you will be responding to posts.
- Give students clear instructions on where they should post their responses, guidelines for the title and content of their post. Give feedback as necessary.

## Online submissions

If students need to hand in work for their face-to-face class, they may do this by using an online submission. This could be done using Turnitin or Assignments in vUWS.

### Considerations

- Be explicit about where students should upload their work and when to complete, making allowances for additional time if the tutorial is asynchronous.
- Give feedback as necessary.

## Catchup sessions

Provide catchup sessions at a later time for students who were not able to attend a face-to face class.

### Considerations

- Liaise with technical staff and laboratory demonstrators to make suitable arrangements.



# DELIVERY SOLUTIONS TO STUDENTS OFF CAMPUS



## Lectures

Lectures can be streamed to remote students either synchronously or asynchronously.

Synchronous lectures allow students to take part in any activities during the lecture and ask questions in real time.

Asynchronous or recorded lectures should also offer an avenue for students to ask questions and obtain feedback. This could be done through zoom consultations, discussion boards or emails.

### Recommended solutions

- Zoom meetings (Livestream) Panopto / WOS recordings
  - Discussion boards
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## Tutorials

Depending on the nature of the tutorial, remote students could take part either synchronously or asynchronously. If there is any group work, synchronous solutions would work best. This is not always possible depending on the practical nature of the tutorial.

### Recommended solutions

- Zoom meetings (Livestream) Discussion boards
  - Online submissions
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## Practicals

Practicals may not be feasible to adapt for remote students. Depending on the nature of the work and skills being acquired, some work may be done remotely but this will not always be the case.

### Recommended solutions

- Online submissions
- Catchup sessions

## Workshops

Workshops pose some challenges to remote students.

It may be necessary to identify the areas that will not work remotely and create some alternative work online for students. Where group work is used, use a device for the in-class students to communicate with the remote student(s). If there are many students online, form an online group.

### Recommended solutions

- Zoom meetings (Livestream) Discussion boards
  - Online submissions
  - WOS recordings
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## Consultations

Remote students may not be able to attend consultation sessions face-to-face. To support students with questions, synchronous and asynchronous sessions can be used.

### Recommended solutions

- Phone students or email
  - Discussion boards
  - Zoom meetings
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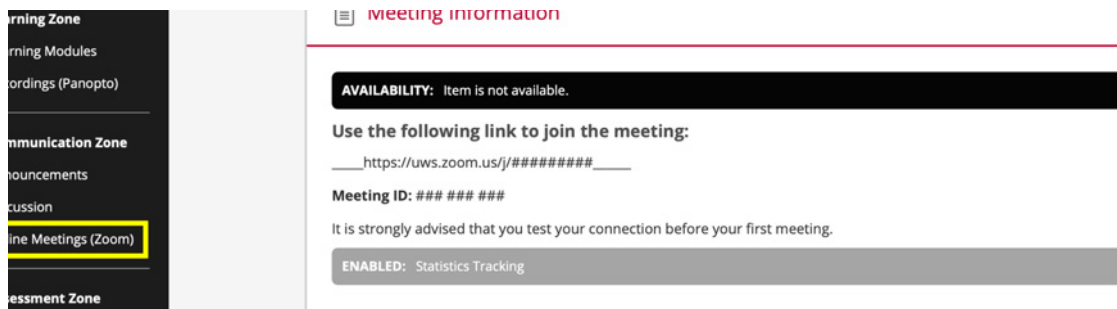
## Blackboard Mobile App

Students are recommended to download the Blackboard Mobile App to access content for viewing offline. This is particularly important for students with low bandwidth. Content that is linked to websites will not be able to be viewed offline. This includes Tests, Assignments, TurnItIn links, course links, wikis or any website links.

# ZOOM INFORMATION

**In order for you to use Zoom during your face to face class time you will need to:**

1. Install the latest Zoom application on your computer – [Windows](#) | [Mac](#). Note that only the most up-to-date version will work in some countries. Students may be prompted to enter their phone number in some countries.
2. Schedule a Zoom meeting prior to your class time – please refer to [How to schedule a Zoom meeting](#)
3. Ensure the information on using Zoom is available on your vUWS site under the Communication Zone – Online Meetings (Zoom).
  - i. If the link is hidden you will need to make this link available to students by clicking on show link from the dropdown contextual menu.



- ii. If the link doesn't exist – please email [learningfutures@westernsydney.edu.au](mailto:learningfutures@westernsydney.edu.au)
4. Update the Meeting Information item with the scheduled Zoom link and meeting ID. The Zoom link can be copied from the scheduled meeting in the Zoom app.
  5. Communicate the information to the students via announcements referring them to the Online Meeting (Zoom) section on the vUWS site and include the following guides.
    - i. How to install Zoom on [Windows](#) | [Mac](#)
    - ii. How to join a [Zoom meeting](#)
  6. Join your scheduled Zoom session during your class time. Please refer to [How to use Zoom in a learning studio](#).