Instructional Continuity from an NSU Faculty Member's Perspective

I came to NSU in 2011 to develop and teach our new Process Improvement Concentration within the Huizenga College of Business and Entrepreneurship. I teach undergraduate the Operations Management class and a number of process improvement classes in the MBA. I am on the Online Learning Committee in HCBE and enjoy innovating in the classroom. I enjoy sharing my learnings with my faculty colleagues to help them consider ways to better serve our students and be more effective instructors and return higher levels of course outcomes (effectiveness and efficiency). Recently I have transformed all my graduate classes to combined ground and online together (we call that cross-listed) and then taught at the same time leveraging technology (Zoom). I find my online students are now able to be engaged – a mission of any MBA program. I was asked to represent HCBE on the President's Coronavirus Preparedness Team and found I and my colleagues at HCBE may be able to help the general NSU faculty population make a quick and effective transition to online by putting together a way to "teach then to fish" in a new way. I hope it helps.

This primer assumes that the instructor already has their class(es) on Canvas.

If you are teaching or scheduled to teach ground AND don't have an online mode class ready, then you have the option of a synchronous or asynchronous approach to your online class. We suggest the synchronous approach because you can use the currently scheduled time and days to run your class using Zoom instead of a physical classroom.

Here's how you transition your ground class to do that quickly and effectively:

1. Watch this video on Zoom first use ([VIDEO](#))
2. You will need certain common hardware to use Zoom
   - Simple instructor hardware setup instructions
     - Zoom will use the webcam and microphone in your laptop by default
     - You may wish to use a headset (earphones with microphone) to deliver better audio and eliminate background noise. Here's a good option: [AMAZON](#) for $25 delivered with built-in volume and mute controls. When plugged in Zoom will switch to using it for microphone and speakers
   - If your computer does not have a functioning webcam

➤ Purchase a USB webcam ([AMAZON](#) has a good option)
3. Watch this video to understand how to operate Zoom ([VIDEO](#))
   - Get your Canvas class to have Zoom as an active feature
   - How to schedule a Zoom meeting from Canvas
   - How to record and provide recordings back to Canvas class
4. Use the following table below to find elements of your class pedagogy and how to work them in the Zoom virtual environment

Pedagogy	Detail	Do this
Start class	Start Zoom	Start the Zoom meeting preferably 5 or so minutes before class start, as if you were walking into your classroom (because you are) ([VIDEO](#))

Classroom presentation (PPT, YouTube, etc.)	Instructor to class
	
	Guest Speaker to class
	
	Student to class
		1. Start Zoom Meeting from within Canvas ([VIDEO](#))
		2. Share screen
		  a. full screen or
		  b. application

Whiteboard	For class	1. Share screen 2. Use Zoom embedded whiteboard ([VIDEO](#)) 3. Share a whiteboard within Zoom ([VIDEO](#))
	For team	- Within class Zoom: see breakout sessions - For asynchronous, use Groups/Conferences within Canvas
Student Participation	As a class	Have all students have active webcam and microphone. Headset is preferred for best audio. 1. Instructor can allow students to "annotate" on instructor's content (Annotate covered with whiteboard ([VIDEO](#)) 2. Instructor can allow any student to share their screen ([VIDEO](#))
Breakouts: Use breakouts to group students for parallel discussions. Instructor can facilitate each	Randomly assigned	1. Select Breakout Rooms from control bar in Zoom 2. Select the number of rooms from spinner dial 3. Leave Automatically checked 4. Click on Create Rooms 5. Choose the chevron for Options and select Move all participants into breakout rooms automatically 6. Click on Open All Rooms to send students to their assigned room

group one-at-a-time	Pre-assigned	(VIDEO) 1. Use web-based Zoom to pre-assign participates using their NSU email on Zoom's form when scheduling the meeting 2. When you select Breakout Rooms from control bar the rooms and participants will be already there
Student parallel work (working while "in class")	Student independent work	Student can manage their Zoom screen on their computer or use a second monitor (preferred). Zoom on one screen other work on the other
Testing	Instructor	Use Respondus LockDown Browser with Monitor (VIDEO)
	Students	Install Respondus from Canvas (not open website)
Attendance	Instructor	Canvas has an attendance utility (VIDEO)

All set? Now for your students:

- How student work in a virtual (Zoom) class – how access Zoom meetings (from within Canvas), use Zoom features, and access recordings (VIDEO)