

Course Delivery during COVID-19 Agenda

During PowerPoint slide deck:

- Many of the tools presented are also documented on Palomar's Teach Anywhere website. (<https://www2.palomar.edu/pages/teachanywhere/>)
- Three main components: Email, Zoom, Canvas
- Getting student email addresses:
 - Log into MyPalomar
 - View My Weekly Schedule
 - Go to the Class Roster
 - At the bottom, Notify All Students
 - From the BCC area, select student addresses
 - Copy, then paste the addresses onto the BCC line of your own email
- How can I get a Zoom account?
 - Go to conferzoom.org
 - Sign Up
- How can I get a Canvas account?
 - Log in to Canvas, because it's already ready.
- Getting a Canvas starting template
 - Go to Teach Anywhere Training page
 - Download Course starting template(<https://www2.palomar.edu/pages/teachanywhere/training/>)

After slides:

- Go to conferzoom.org site and walk through Sign Up process
- Go to empty Canvas course
- Discuss course publish status – until published, students won't see anything!
- Importing Canvas starting template
 - Add existing content
 - Canvas Course Export Package
 - Browse to template file
 - All content
 - Import
- Go to course Home screen
- Edit Home page
 - Delete email in "best ways to contact me" area, replace with own email, maybe other contact info
 - Add a link on the page to a DOCX (the agenda, maybe?), and have faculty post their syllabi if they have them
 - Increase the size of the editor window
 - Add a link to the top to the Faculty Resources page, which is unpublished
 - Save
- Enter student view

- Show opening preview of DOCX
 - Follow link to Student Resources page
 - Back to Home
 - Try to follow link to Faculty Resources page
 - Discuss page/assignment/discussion publish status
 - Leave Student View
- Go to Faculty Resources page
- Refer to the Using Palomar Email section
- Have faculty go to Office.com and sign in, then go to Outlook
- Have faculty go back to Canvas tab in browser
- Refer to entries in the Using Zoom section
- Go to Assignments area
 - Describe No Submission versus File Upload assignments
 - Show duplicating File Upload assignment, then Edit
 - Customize name and description, set due date, then Save and Publish
- Go Home, then into Student View
- As student, go to published assignment and submit a DOCX file
- Leave student view
- Go to Home screen, note link at bottom right to grade assignment submission
- Click grade link, grade and comment in SpeedGrader
- Go to Discussions area
 - Describe regular versus graded discussion
 - Duplicate ungraded discussion and edit, discuss settings
- Go to Assignments area
 - Duplicate No Submission assignment, edit, and publish
- Go to Grades area
 - Show how to hide unpublished assignments
 - Enter a grade for Test Student on no submission assignment
 - Show “Message Student Who...” function
- Go Home, then into Student View
- As student, show Grades area
- Leave Student View
- Post an announcement, describe delaying post until function
- Discuss how notifications default to sending an email when an announcement posts... if the course is published
- Go to Outlook tab – hopefully ConferZoom account email is there
- Log into ConferZoom.org site
 - Under Meetings, to go Personal Meeting Room
 - Copy link to meeting (“Copy the invitation” at middle right of screen)
 - Go back to course Home page and post link to meeting in contact info area – do hyperlink properly, do NOT just paste URL
 - Save page
- Questions?