BUSSW Remote Teaching Guide

ALL BU CHARLES RIVER CAMPUS AND OFF-CAMPUS PROGRAM COURSES WILL BE OFFERED REMOTELY FOR SUMMER I AND SUMMER II, 2020 SEMESTER

THE FOLLOWING INFORMATION WILL HELP PREPARE YOU FOR THIS TRANSITION

ORIENTATION TO TEACHING REMOTELY

BUSSW will provide a “Teaching Remotely” orientation that will include a Q&A session. Additionally, the Center for Teaching and Learning (CTL) is developing a self-paced, online course on how to teach remotely. This course will be available soon.

- SSW “Teaching Remotely” Q&A Session
  - Thursday, April 23 from 12:00-1:00 PM ET [https://bostonu.zoom.us/j/92931709143](https://bostonu.zoom.us/j/92931709143)
  - Please rsvp sswrtc@bu.edu
  - Date TBD (in May)

- BU Online Course on Teaching Remotely (available soon)
- Tips for Converting a Synchronous Face-to-face course to an Asynchronous Online Course

Please review the following information and resources prior to Remote Teaching:

- [President Brown’s Letter](#)
- CURRENT GUIDELINES FOR COURSE COMPLETION
  - University Announcement to Move All Classes Online
- Remote Teaching Readiness Plan
- BU Covid-19 Website
  - BUSSW Covid-19 Webpage
  - Remote Teaching Resources & Options
  - Preparation & Training for Remote Teaching

PREPARING TO TEACH REMOTELY:

In preparation for remote teaching please be sure that you have the appropriate equipment, and test the equipment ahead of time. You will need the following:

- Laptop or desktop computer.
  - Headset with a microphone – you might have a microphone built into your laptop or computer. Or you may use an external device such as a USB microphone or headset. We recommend that you use a headset with a
microphone to decrease feedback. You may be able to use your smart phone headset.
   o Webcam – a camera may already be built into your laptop, but you can also use an external USB camera for video conferencing. If you’re looking to purchase a camera, Zoom has the following recommendations.

  ➢ Internet – You will need highspeed internet access, either commercially provided (e.g., Comcast, Fios), or configure your phone to be a wireless hotspot. Many providers are relaxing their policies and offering lower cost options to help people stay connected. If you are having trouble with your home connection, please see our troubleshooting tips.

Prior to teaching remotely please check the Technology Requirements and Resources

OPTIONS FOR REMOTE TEACHING:

You have the following options for remote teaching:

1. Use an existing online course, if available:
   o We would place the content of the online version of your course onto your face-to-face blackboard site for you to use to augment live classroom lectures.
   o You would hold live classroom sessions during your course’s regularly scheduled time
   o View the list of courses already offered online HERE.

2. Offer only virtual sessions using Zoom
   Best practice recommendation is that live Classroom Zoom sessions be no longer than 1.5 hours. In addition to the weekly Live Classroom sessions you can:
   o Add content/assignments to your course Blackboard site;
   o Prepare recorded lectures through Zoom and make them available to students.

BUSSW department chairs and course coordinators are available to provide additional information to help make your remote teaching successful:

Human Behavior Department  Chris Salas Wright
Policy Department            Mary Collins
Clinical Practice Department Ruth Paris
Macro Practice Department    Linda Sprague Martinez
Ethics Courses               Mark Gianino
Research Department and Courses Hyeouk Hahm
Racial Justice Courses       Dawn Belkin Martinez
Checklist - To get you started, consider the following checklist:

✔ Determine how you plan to teach your course remotely:
   o Use an existing online course, if available
   o Offer only virtual sessions using Zoom
✔ Review training materials provided in the email
✔ Attend “remote teaching” training sessions
✔ Prepare your Blackboard course(s) site(s) as needed
✔ Getting a Zoom account:
   o Go to [https://Bostonu.zoom.us](https://Bostonu.zoom.us) and click download and will automatically be assigned/upgraded to a Zoom Pro account. It is crucial that you use your BU credentials (login and Kerberos password). Click HERE for instructions on how to specifically log into Zoom and make sure it is working.
   o To determine if your computer meets Zoom’s specifications, review the Zoom System Requirements.
✔ Schedule your zoom sessions according to the course schedule
✔ Students have been informed that the instructor will provide them with the link to the Zoom session. Please email students to inform them of your plan:
   o How they will access course and expectation
   o Start date and time of live sessions

REMOTE TEACHING

Remote teaching will be done through your Blackboard Learn course site; this is where you will post your course syllabus, course content, coursework, and assignments, all which will be continuously accessible online. Additionally, you will offer weekly, required Live Classroom sessions, that will be held for 1 to 1.5 hours a week, during your regularly scheduled class time. Some instructors might schedule two 1-1.5 hours live sessions in one day, including a long break in between each session. Live Classroom sessions are offered via Zoom.

As stated above, you will be using the following to teach remotely:

- **Blackboard**: Your course already has a blackboard site and you can access your course(s) site(s) by going to learn.bu.edu. Please be sure to regularly update your course(s) Blackboard site and use the Announcement function to inform students of the date, time and link for the first zoom session.
  - [Recording a Lecture via Kaltura (optional)](http://Recording a Lecture via Kaltura (optional))
  - [Uploading Videos to Kaltura](http://Uploading Videos to Kaltura)

- **Zoom**: your live classroom sessions will be held via Zoom. Please note that recording the live classroom session is an option for remote teaching – it is not required. If you choose to record the live classroom sessions, and students agree to being recorded, one approach could
be to let students know that some parts will be recorded (e.g. PowerPoint presentations, whiteboard descriptions, student presentations, etc.) and others will not (e.g., discussions that might be sensitive in nature). Online Program courses are generally recorded. Students and faculty often find it helpful to review the recording after the class, and these recordings are can be used by students who could not attend a live classroom session. T

Faculty teaching students with accommodations that provide closed captioning must upload their recordings to BU My Media to provide ADA-compliant captioning. For further instructions, please refer to Downloading Cloud Recordings.

Additional information on classroom recoding is available at MSW Academic Policies & Procedures:

“A Massachusetts statute, MGL c.272 section 99, prohibits the taping of any oral communication without notice to all parties involved. Therefore, it is important that any taping of classroom proceedings (e.g., for the benefit of absent students or as a study aid to all students) occur only with effective prior notice to all. Class lectures at BUSSW are not routinely audiotaped, but occasionally a student or faculty member may wish to do so. In the event that a specific class session is to be taped (e.g., for a student who will be absent for that session), the faculty member should notify students at the beginning of the class that the session will be taped.”

FASQs: Zoom, Blackboard & My Media

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RESOURCES FOR REMOTE TEACHING

FACULTY RESOURCES FOR REMOTE TEACHING

Digital Learning & Innovation offers a number of resources to support faculty. DLI and the Center for Teaching & Learning are developing a self-paced online Remote Teaching course (which includes pedagogical support to develop and teach courses remotely) and they offer ongoing training for faculty and created a number of resources to assist our faculty as we transition to remote teaching and learning:

- REMOTE TEACHING RESOURCES AT BU
- GETTING STARTED: REMOTE TEACHING AT BU
- WORKING & TEACHING REMOTELY
- REMOTE TEACHING AT BU: TRAINING RECORDINGS
- BU FACULTY RESOURCE: REMOTE TEACHING TRAINING SCHEDULE
- Zoom Accessibility Features
  - SECURING YOUR ZOOM SESSION
- FAQS: ZOOM, BLACKBOARD & MYMEDIA BASICS
- REMOTE TEACHING AT BU: FLIPPING THE CLASS
- ASSESSMENT AND REMOTE TEACHING: OPTIONS AND OPPORTUNITIES
- REMOTE TEACHING AT BU: ONLINE EXAM PROCTORING

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• STUDENT GUIDE TO LEARNING REMOTELY
• REMOTE TEACHING AT BU: WHAT WE ARE READING

OTHER BU RESOURCES:
• Disability & Access Services
  o REMOTE TEACHING AT BU: A GUIDE TO DISABILITY & ACCESS SERVICES
• BU Libraries Remote Teaching and Learning Supports
  o FREE ETEXTBOOKS FOR BU STUDENTS
• STUDENT GUIDE TO LEARNING REMOTELY
• BU EMPLOYEE WELLNESS

TUTORIALS:
• Training for Zoom and Blackboard
• Zoom- How to Join a Meeting
• Zoom- Scheduling a Meeting in Zoom
• Zoom- Meeting Controls
• Zoom- Breakout Rooms
• Zoom- Sharing a Whiteboard
• Zoom- Screen Sharing
• Zoom- Sharing Sound when Screen Sharing

Need Help? For immediate help, please contact the following:

• Schedule a Virtual “One-on-One” Zoom Consultation sswit@bu.edu
• IT Help Center: TechWeb: Boston University
  o The IT Help Center provides centralized technology support (software, hardware, and account services) contact ithelp@bu.edu or 617-353-HELP.

If you have any issues, questions, problems, inquiries or ideas regarding remote please fill out the form below or send an email directly to sswrtc@bu.edu.