FALL COURSE 2020 PREPARATION RECOMMENDATIONS

As decisions are being made regarding specific course instruction for Fall, below are steps you can take now that can guide your preparation for a successful academic experience for you and your students. This is not a comprehensive resource guide, but rather directions for getting started.

Faculty needing assistance incorporating technology into their classroom or in developing an online or hybrid course can reach out to the Center for Distance Education, Center for Teaching and Learning, Information Technology Services and the University Libraries for assistance. This document outlines many of the ways that these units can assist.

Familiarize yourself with the MSU supported instructional systems and tools.

The following systems and tools can be important to instructional support for face-to-face courses as well as being vital for hybrid and online courses. By becoming more proficient at each of these, you will be investing your time wisely in preparing for various unforeseen scenarios.

Unless otherwise specified, training and handouts for the following systems can be found here:
ITS Training: **bit.ly/msstateitstrain**
Center for Distance Education Training: **bit.ly/msstatedetrain**

CANVAS

- Setting up a basic course in Canvas, our learning management system, will be beneficial if your course is taught face-to-face, as a hybrid, or online course.
- Many training options and handouts are available for using Canvas from basic checklists to more advanced features including using modules, Rich Content Editor, Studio, assignments, Honorlock proctoring solution, quizzes and more.

CANVAS STUDIO

- By using Studio, a video management tool within Canvas, you can create, store, and share videos without taking up valuable course space.
- Students can provide feedback within the video timeline.
- Keep in mind that short, concise videos are preferable (7-10 minute videos are recommended)
- Closed captioned can be added with ease. (Always caption your videos.)

WEBEX

- WebEx is the web conferencing and collaboration solution supported by MSU and can be used for virtual meetings.
- Allows participants to share screens, chat, record, etc.

MICROSOFT TEAMS

ITS Training Video: **bit.ly/teamswebinarvid**
- Teams is another collaboration platform that combines chat, video meetings, file storage, and application integration.
- Users can easily share materials and create assignments.
- More webinars are being planned   **bit.ly/MSTeamsWebinars**

AUDIO/VISUAL STUDIO

To reserve AV Studio   **bit.ly/DMCavstudio**
- The AV Studio in the Library's MaxxSouth Digital Media Center is a reservable space designed to allow faculty and students to quickly and easily record audio or video presentations.
- The AV Studio is now equipped with a lightboard that allows the instructor to write on the illuminated glass just as you would a standard chalk or dry-erase board while recording your lecture.

TV STUDIO

To reserve TV Studio   **bit.ly/DMCtvstudio**
- The Television Studio in the Library's MaxxSouth Digital Media Center is a digital, High Definition (HD)-ready studio suitable for filming/recording, editing, and producing high quality digital media video projects.
- The space features multiple cameras, a green screen, a graphics system, and a control room with video switcher and audio board.

EQUIPMENT FOR CHECKOUT

To Reserve equipment   **bit.ly/DMCequipment**
The Mitchell Memorial Library provides laptops, cameras, projectors, tripods and other equipment for faculty and students to checkout.

STEP 1: Determine if you are teaching Face-to-Face, Hybrid, or Completely Online

If you expect to teach face-to-face:
- **Begin designing course based on quality standards**
- **Prepare and publish a Canvas course with at least a syllabus and communication tools**
  See training or handouts listed above and watch the Getting Started Video   bit.ly/startcanvasvideo
- **Consider if you need Library resources or instructional sessions added to your course**
  - **Customizable workshops**   bit.ly/libcustomworkshop
    Workshops focused on research tools and methods, including topics such as the research process, finding sources, specialized databases, evaluating web resources, and/or avoiding plagiarism; or technology workshops covering Microsoft Office 365, Adobe Creative Cloud, video production, and other technologies.
  - **Live WebEx or Video Tutorials**   bit.ly/DMCguide
    Incorporate digital literacy concepts/skill development or supplemental technology support through Live WebEx sessions or video tutorials on programs like Microsoft Office or Adobe Creative Cloud.
  - **Course Reserve Materials**   bit.ly/libcoursereserves
    The Library can assist in making available supplemental class materials. Electronic resources are added to your Canvas course and physical materials available at the Libraries. Course reserves materials can be added into Canvas courses easily
  - **Subject Specialists**   bit.ly/libsubspecialist
    Library subject specialist provide individualized, one-on-one instruction sessions to discuss possible information resources and search strategies for class assignments, research projects, papers and presentations. You may also request a specific library guide that focuses on content for your course.
  - **Equipment**   bit.ly/DMCequipment
    The Library has a variety of technology you may check-out to assist you with preparation for your class including video cameras with tripods, laptops, digital voice recorders, and tripods, etc.
- **Keep in mind that circumstances may change your ability to teach a face-to-face class.**
  If such a situation arises, please see the recommendations below for hybrid or completely online classes.

If you expect your course might be hybrid or completely online:
- **Begin designing course based on Quality Matters standards**
  - Complete Online Teaching 101   bit.ly/oteach101
  - Watch Course Design Videos   bit.ly/msstatedetraining
  - Review the Quality Matters standards   www.qualitymatters.org
- **Prepare and publish a Canvas course with at least a syllabus and communication tools**
  See training or handouts listed above and watch the Getting Started Video   bit.ly/startcanvasvideo
- **Consider if you need Library resources or instructional sessions added to your course**
  See information listed above

  ### ANSWER THESE QUESTIONS:
  (?) How will the content be delivered?
  Consult the document "Effective Online Lectures: A Checklist for Instructors"   bit.ly/OnlineLecturePDF
  - Asynchronous through Canvas and various tools within Canvas -*OR*-
  - Synchronous using WebEx or Microsoft Teams as well as Canvas for course management -*OR*-
  - A combination of asynchronous and synchronous
  - Determine if you will record lectures and post within Canvas or use WebEx or Microsoft Teams
    for live instruction with students in the classroom and others at a distance.
    - What technology is available in your classroom?   bit.ly/itsclasstech
    - Attend workshop "Creating video for your online class"   bit.ly/libworkshoplist
    - See training and handouts listed above

  (?) How you will manage engagement with those students at a distance?   bit.ly/ActiveLearningPDF

  (?) How you will maintain equity/accessibility for all students?   bit.ly/AccessChecksheet

(?) How you will ensure academic integrity?
- Methods that do not require proctoring   bit.ly/IntegrityNoProctorPDF
- In-person proctors   bit.ly/IntegrityWithProctor
- Honorlock proctoring system *(Do not forget to put the recommended verbiage in your syllabus.)*
  - See language in sample online syllabus   bit.ly/HonorlockSyllabus
  - For Students   bit.ly/studenthonorlock
  - For Faculty   bit.ly/msstatedetrain
- Turnitin   bit.ly/msstateitstrain

STEP 2: Find Upcoming Workshops and Pre-recorded Workshops

CENTER FOR DISTANCE EDUCATION
Best practices in online teaching, effective lecturing, accessibility, active learning, Canvas, HonorLock and many others.

Upcoming Worshops   bit.ly/msstatedetrain
Pre-recorded Workshops   bit.ly/msstatedetrain

CENTER FOR TEACHING AND LEARNING
A variety of topics related to effective teaching.

Upcoming Workshops   bit.ly/ctlworkshops
Pre-recorded Workshops   bit.ly/ctlwebinarvid

INFORMATION TECHNOLOGY SERVICES
Canvas, Microsoft Teams, WebEx and many other tools

Upcoming Workshops   bit.ly/msuitsworkshops
Pre-recorded Workshops   bit.ly/webinarits

UNIVERSITY LIBRARIES
Adobe Creative Cloud (Photoshop, Illustrator, InDesign,) and Microsoft Office (Word, Excel, Publisher), Camtasia (screen recording), Using online information technologies and tools such as citation management software and research databases.

Upcoming Workshops   bit.ly/librariesworkshop
Pre-recorded Workshops   bit.ly/librariestutorial

COMPLETE WORKSHOP SCHEDULE   bit.ly/msuworkshop

Need Help? Just Ask!
If you have questions and/or need assistance, please contact one of the following.
Click on the department name to reach their webpage.

Information Technology Services	Service Desk	servicedesk@msstate.edu	325-0631
Center for Distance Education	Tracy Craven	t.craven@msstate.edu	325-8374
Center for Teaching and Learning	Help Desk	help@ctl.msstate.edu	325-2083
Library Subject Specialists		bit.ly/libsubspecialist	325-7667
Library Technology Specialists		dmc@library.msstate.edu	325-7676

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