Transitioning to Online Teaching and Office Hours for the UCCS Math Department

Step 1: Decide what format you want your lectures to be in.

Option A: Low-tech; Use old lectures from the Math Department MathOnline Archives

Equipment needed: none

[See available archived lectures here.](#)

Option B: Low-tech; Video of yourself lecturing at a whiteboard

Equipment needed: Computer with a webcam and microphone, Panopto installed on your computer (more on that in item 2), and a well-lighted whiteboard or chalkboard

Option C: Higher-tech; Video of a Powerpoint or Beamer lecture

Equipment needed: Prepared lecture notes on Powerpoint or Beamer (consider also how you will show steps needed to complete a problem or proof; this needs to be more detailed than a professional talk), Panopto installed on your computer

Option D: Higher-tech option 2; Lecture by handwriting notes on a Surface or other tablet

Equipment needed: Surface, tablet, or Wacom USB tablet; Microsoft OneNote (available through UCCS Microsoft 365 subscription); Panopto or other recording program installed on your computer or tablet

Step 2: Make Panopto available on your Canvas Course (for Options B, C, and D, using a PC or Mac (not iPad))

1. Sign into Canvas and navigate to your course.
2. In the left menu, select "Settings".
3. Select the "Navigation" tab near the top.
4. Scroll down and find "Panopto Recordings". Drag "Panopto Recordings" To the group of items at the top to make it available to your students.
5. Click the "Save" button at the bottom of the page. The "Panopto Recordings" link should now appear as part of the left-hand menu on your course.
6. You will need to do this for each of your courses on Canvas.

Step 3: Installing Panopto on your computer (for Options B, C, and D, using a PC or Mac (not iPad)):

1. Sign in here using your UCCS credentials.

2. In the upper right hand corner, click on "Download Panopto."

3. Download and install Panopto on your computer

Katherine Cliff ▾
🟢 Download Panopto   Help ▾
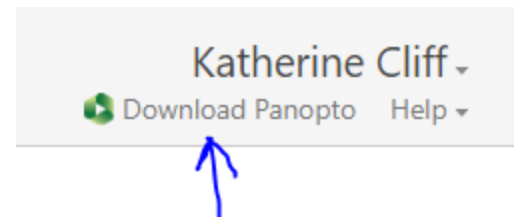
Step 4a: Setting up PC or Mac for recording (for Options B, C, and D)

1. Open Panopto and sign in using your UCCS credentials
2. Go to Settings and select the following options:

System Settings

Recording Directory

C:\PanoptoRecorder   [Browse]

☑ Upload when Panopto is closed

☐ Delete recordings once they are uploaded

Prefer primary capture device input resolution

⦿ Auto   ○ NTSC   ○ PAL   ○ 720p   ○ 1080i/p

Meeting Upload Settings

☐ Automatically upload Skype for Business recordings on this computer

☐ Automatically upload GoToMeeting recordings on this computer
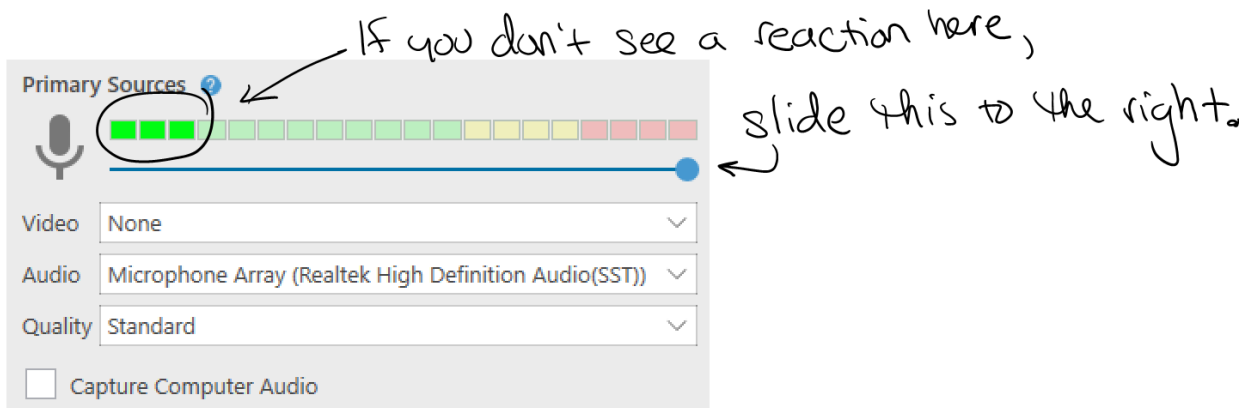
Panopto folder for meeting uploads:

My Folder   ✓

App Settings

☑ Progressively upload while recording

☐ Minimize when recording

☑ Notify me when a viewer posts a question or comment

☐ Disable hot keys

☑ Use the default system proxy settings

☑ Highlight the mouse cursor during screen capture

3. Go to "Create New Recording"
   a. If you are using your webcam to record yourself at a whiteboard: Under "Primary Sources" click on the dropdown menu next to "Video" and select the appropriate camera.
   b. If you are using Powerpoint, OneNote, or something else on your computer, under "Secondary Sources," select "Capture Main Screen".
   c. Regardless of your method of lecture delivery, under "Primary Sources", click on the dropdown menu next to "Audio" and select your computer's microphone system (it might say something like "Microphone Array…"). Say a few words or clap your hands. You
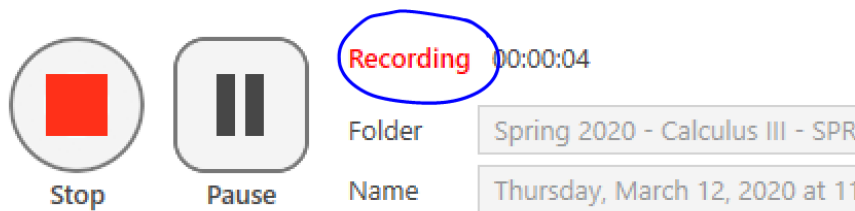
should see a reaction on the colored bar next to the microphone. If you don't, slide the slider to the right to turn up the volume:

If you don't see a reaction here, slide this to the right.

Primary Sources ⓐ

Video: None

Audio: Microphone Array (Realtek High Definition Audio(SST))

Quality: Standard

☐ Capture Computer Audio

4. Open whatever program you'll be using to deliver your lecture (Powerpoint, OneNote, etc).
5. Make a sample recording.
   a. Select the folder for the class that the recording is for using the drop down menu at the top:

Session Settings ⓐ

choose course here

Folder: Spring 2020 - Calculus III - SPRING 2020 MATH 2350 SEC003

Name: Thursday, March 12, 2020 at 11:48:17 AM

   b. Name your recording. The default name will be the date. Consider choosing a title for your recordings which makes it easy for your students to find the video they need (i.e. "Lecture for March 30 on Section 11.2").
   c. Click the big red "Record" button in Panopto. Wait until the system indicates it is recording, and then talk a bit, write on your lecture a bit, and move around the mouse.

Recording 00:00:04

Stop   Pause

Folder: Spring 2020 - Calculus III - SPR

Name: Thursday, March 12, 2020 at 11

6. Click "Stop" to stop the recording, then click "Done".
7. After the video has processed, under the "Manage Recordings" tab, you will see links to "Resume," "Share,", "Edit", and "View." Click on the "View" link to verify that your setup is working (you can see the video, hear the audio, etc).
8. Now you are ready to record a full lecture! Under "Create New Recording," click "Record" and have fun!

Sharing Panopto Videos with Students:

Once recorded, your Panopto Videos are automatically available to students by using the "Panopto Recordings" link in Canvas. If this is the primary way that you want to share your videos, then you should choose a name for your recordings which makes it easy for your students to find the video they need (i.e. "Lecture for March 30 on Section 11.2").

You can also share videos using a sharing link. In Panopto, click "Manage Recordings." Next to your recording, click "Share." This will open a web browser with Panopto. You will see a long link; if you copy and share that link with your students, it will take them directly to that specific video.

## Step 4b: Setting up an iPad for recording (for Options B, C, and D)

iPad: Screen record yourself writing notes either using the native Notes app on the iPad or using other note taking apps (Notability is a great option). Screen recordings will save in your Photos App that can then be uploaded to Canvas.

Enabling screen recording for your iPad:

1. Click on Settings
2. Click on Control Center
3. Click on Customize Controls
4. Click to Add (green +) Screen Recording

To begin a recording:

1. Pull down from upper right corner to bring down the Control Center menu
2. By default, the microphone is turned off. To turn on the microphone, press and hold on the record button.
   a. Tap "microphone off" button to turn it on.
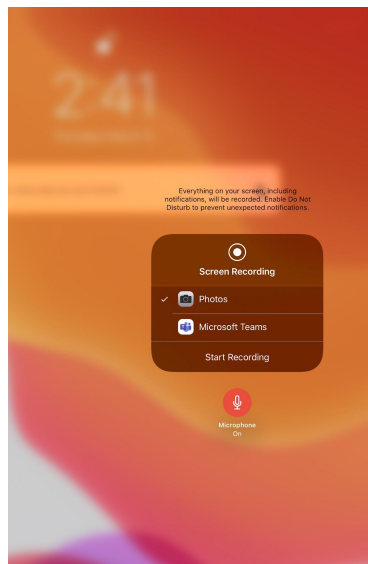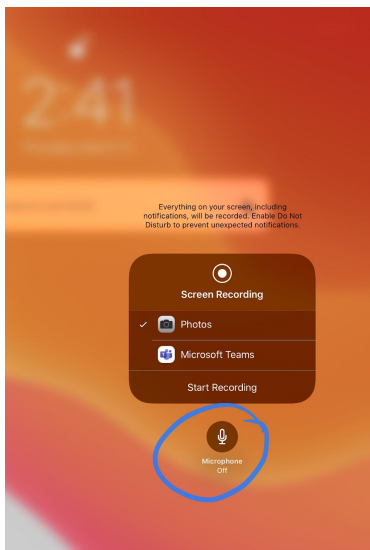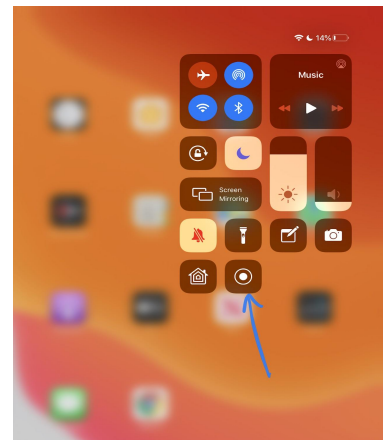
3. Tap the screen anywhere to go back to the Control Center menu.
4. Tap the record button.
5. There is a 3 second countdown and the recording will begin. Navigate to your app and begin writing.
6. To end the recording click on the red recording icon at the upper right corner of the display.
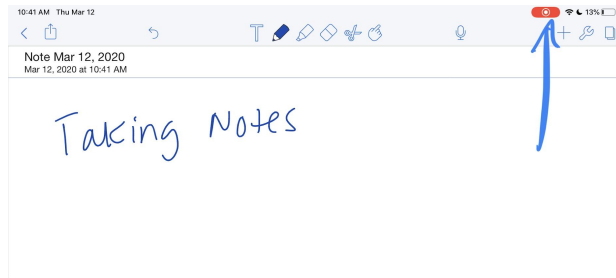

Step 4c: Uploading iPad screen recording to the UCCS Panopto Server

1. Go to the App Store and download the Panopto App.
2. Once the app is installed, click to open the app.
3. In the top left click on the "Expand menu" icon.
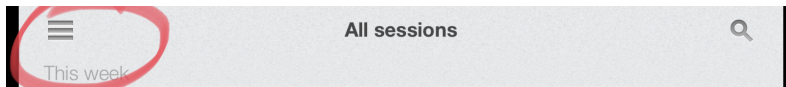
4. Click "Sign in"
5. Use your UCCS username and password to login.
6. Use a single finger "swipe right" gesture to pull the menu open.
7. Click on "Record & upload".
8. Choose the course folder you'd like to upload the recording to.
9. Click "Choose a video" button.
   a. The first time you do this, you'll need to give Panopto access to your photos.
10. Select the screen recording you'd like to upload.
11. Click "Use" in the upper right hand corner.
12. Give the video a title.
13. Click "Upload".
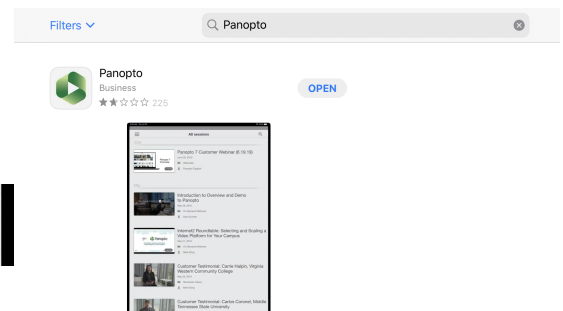
Now the videos are housed in the Panopto folder within your Canvas course. See Step 2 above to make the Panopto recordings folder visible in your Canvas class.

Creating and Grading Assignments on Canvas

Step 1: Set up Assignments in Canvas

1. Sign in to Canvas and navigate to your course.
2. Click on the "Assignments" link in the left navigation bar.
3. Click on the "+ Assignment" button in the upper right.
4. Fill in the assignment details including assignment name, description of the assignment, and point value.
5. Choose the assignment group for the gradebook (homework, quiz, test, etc).
    a. If you have not set up specific assignment groups for the gradebook, click new group and type the name.
6. Choose the submission type. For students to upload their work, choose Online.
    a. Check the "file upload" box.
    b. You can restrict the file types that students can upload. Most common file types include pdf, doc, docx
7. The assignment will automatically be assigned to everyone in the course. Set the due date for the assignment.
    a. You can set when the assignment is available for students to see by setting the "Available from" date.
    b. If you want to restrict students from uploading past the due date, set the "Until" date to match the due date. If this is not set, students will have access to upload their assignment after the due date. Late submissions will be labeled as "late" but if you do not want to even allow students the ability to upload past the due date, you must set the "Until" date.
8. Click Save and Publish

For a video walking you through these steps see below:

https://community.canvaslms.com/videos/1092-assignments-overview-instructors

Step 2: Grade Assignments in Canvas

1. Sign in to Canvas and navigate to your course.
2. Click on the "Assignments" link in the left navigation bar.
3. Click on the assignment name that you're going to grade.
4. Click on the "SpeedGrader" link on the right
5. The submission loads and you can click on tools to annotate the submission.
6. Type the student's score in the box. The grade is automatically recorded once you enter the score.
7. If you type any comments, be sure to click the submit button to make them visible to the student.
8. To move to the next submission, click on the right arrow next to the student's name in the upper right corner of the window.

Virtual Office Hours Using Microsoft Teams

Step 1: Create a Microsoft Team for Virtual Office Hours

Here is a link to a quick start guide from the FRC regarding all of the features of Microsoft Teams:
https://www.uccs.edu/frc/sites/frc/files/inline-files/TeamsforEducation_QuickGuide.pdf

1. Navigate to Microsoft Teams with the desktop app or online at teams.microsoft.com
2. Log in with your UCCS email and password.
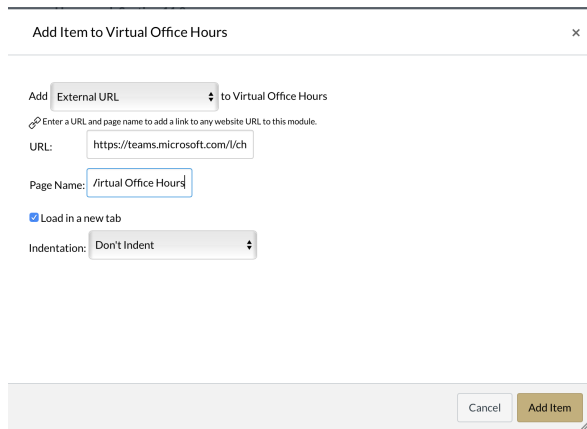3. Click on "Join or Create a Team".
4. Click on "Create a Team".
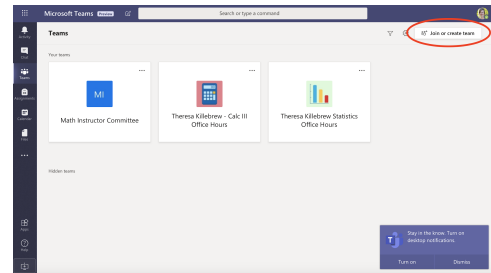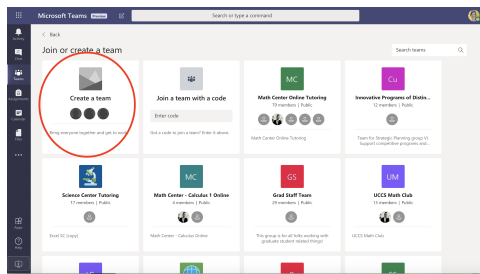
5. Choose "Other".
6. Name the Team and give optional description.
7. Set the team to public, students can join automatically based off the link to your team that is shared with them.
8. Click Next.
9. You do not need to type the students individually so click Skip.
10. Your team is now set up.

## Step 2: Make your Microsoft Teams link available for students to access in Canvas

1. Access Microsoft Teams using the desktop app.
2. Click into your Team.
3. Click on the three circles on the right side of the screen.
4. Choose "Get link to channel".
5. Click the "Copy" button.
6. Navigate to Canvas, sign in and navigate to your course.
7. Click on "Modules".
8. Click on the "+Module" button.
9. Name the Module. For example: Virtual Office Hours.

10. Scroll to the new module and click the "+" button to add an item.
11. Choose "External URL" from the drop down list.
12. Click in the URL text box and paste the link that was copied in Step 4.
13. Click in the Page Name text box and type: Access Virtual Office Hours
14. Click the checkbox to "Load in a new tab".
15. Click "Add Item" button.

16. Be sure you click to make the module and the link visible to students (there should be a green checkmark by each item).
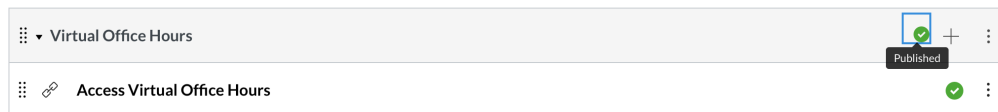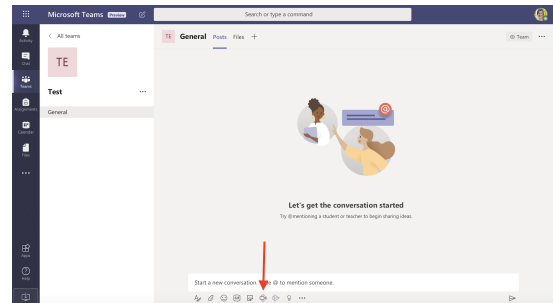
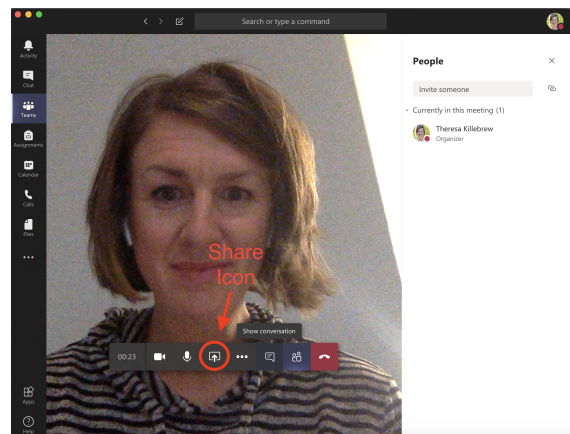# Step 3: Hold virtual office hours in Microsoft Teams

1. Access Microsoft Teams using the desktop app.
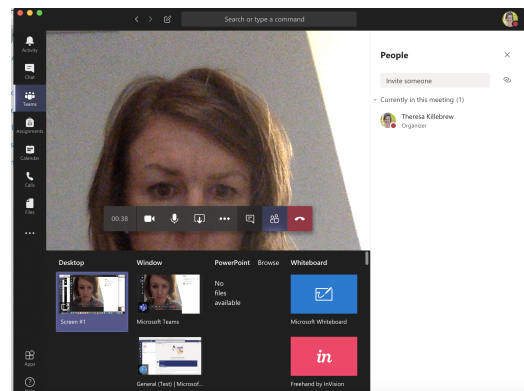2. Click into your Team.
3. Click on the Video Icon

4. Click "Meet Now"

5. To share your desktop or access the whiteboard click on the "Share" icon.

6. When you click the "Share" icon, the options available show up below. To access the whiteboard, click on the blue whiteboard icon.


7. To end the virtual meeting, click the red "Phone" icon to hang up the video call.

Step 4: Create a Microsoft Team meeting link within Canvas announcement

Recently (3/19/20) the UCCS Faculty Resource Center (FRC) announced new integration of Microsoft Teams into Canvas. This will make it more convenient to use Teams within Canvas. This option will give you the ability to set up specific meetings that students can join and post the link within an announcement.

Note: These instructions are adapted from the documentation provided from the FRC.

1. Sign into Canvas and navigate to your course.
2. Click on the "Announcements" link in the left navigation menu.
3. Click on the "+Announcements" in the upper right hand corner.
4. Name the Announcement.
5. Click into the announcement text box.
6. Click on the blue "V"/More External Tools button.
7. Choose "Microsoft Teams Meetings"
8. Sign in using your UCCS username and password.
9. Click the "Create meeting link" button.
10. Create a meeting Title, set Date and Time.
11. Click "Create" button.
12. The Microsoft Teams meeting is created and you are returned to the announcement window.
13. Click "Save" to post the announcement.
14. The announcement is posted and will allow users to click the link to join your specific meeting in a new browser tab.
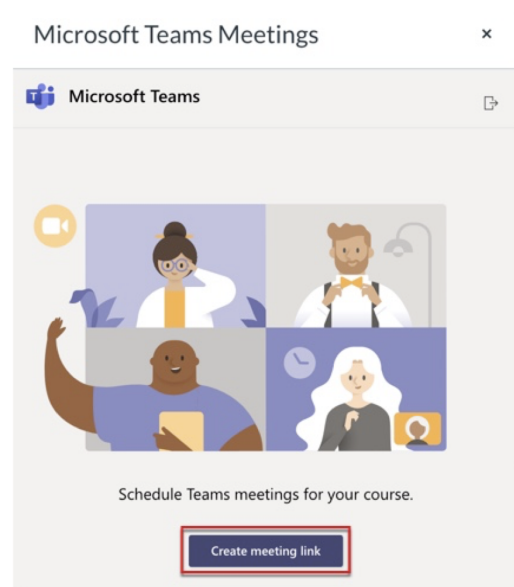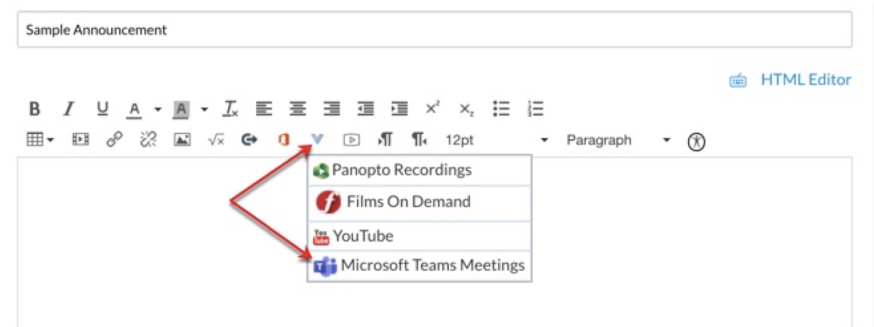
Administering Exams Remotely

Depending on the course, you may not have to make drastic changes to your exam practices. Regardless of the option you choose, we recommend at the beginning of your exam, having students sign an honor code. There is some existing research that indicates this practice may reduce instances of cheating. As far as actually administering exams, here are some options to consider:

Take-home exams:

If you already assign take-home exams for your upper-level course, you can simply disperse and collect it through Canvas. This is likely not the best option for 1000-level courses due to test security concerns.

- Follow the steps in this document to create an Assignment in Canvas.
  - Make sure to set the "Available from" date and time to whenever you want your exam to begin.
  - If you only set a "Due" time, then students will be able to submit after the due time, but the Canvas system will mark it as late.
  - If you don't want them to be able to submit after the assignment is due, then set the "Until" time for the hard deadline.
- Communicate with your students about policies and procedures for the exam. You might also want to share the following document on creating pdf's using a phone with them: Student guide for creating PDFs .
- After the due time, follow the steps in this document to grade the assignment.

Paper exams in a restricted time window:

The intention here is a bit different from a take-home exam. This is for the same type of exam that you would typically administer in class, but you'll administer it during that 75 minute time window through Canvas instead.

- Follow the steps in this document to create an Assignment in Canvas.
  - Make sure to set the "Available from" date and time to the exact time you want your exam to begin.
  - If you only set a "Due" time, then students will be able to submit after the due time, but the Canvas system will mark it as late.
  - If you don't want them to be able to submit after the assignment is due, then set the "Until" time for the hard deadline.
- Communicate with your students about policies and procedures for the exam. You might also want to share the following document on creating pdf's using a phone with them: Student guide for creating PDFs .
- After the due time, follow the steps in this document to grade the assignment.

Online exams using MyOpenMath

MyOpenMath is a free, open-source online homework system. It is very student-friendly and there is a robust bank of randomized questions. The advantage here is that you can randomize numbers and questions, so that no two students are seeing the same exam. It is, however, a little trickier to award partial credit. If you are interested in learning more about MyOpenMath, please contact Katherine Cliff at kcliff at uccs dot edu.

Honor Code for Exams

Here is an abbreviated version of the UCCS Honor Code which you can require students to sign at the beginning of the exam

The UCCS Academic Honor Code

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community—students, faculty, and staff.

UCCS has an ongoing commitment to maintain and encourage academic integrity. Therefore, the university has created a set of standards of academic honesty and procedures governing violations of these principles.

Forms of Academic Dishonesty

- Cheating—intentionally possessing, communicating, using, or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise
- Complicity in Academic Dishonesty—intentionally or knowingly contributing to the academic dishonesty of another

These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis. It is the obligation of each student to assist in the enforcement of academic standards; infractions— whether by students or faculty—should be first brought to the attention of the instructor.

Detailed instructions about reporting a suspected infraction; appealing an alleged infraction; and applying sanctions for infractions are outlined in the UCCS Academic Honor Code document. Questions about the academic honor code should be addressed to the Dean of Students, Main Hall, room 322, (719) 255-3258.

How this Honor Code applies to this exam:

The following materials are not allowed:
- Notes
- Textbook
- Internet Resources

Treat this as if it is an in-class exam. Do not discuss questions with other people; your answers and your work should be your own.

Working with Student Disability Accommodations

Allowing time and a half on exams in Canvas

- Select the exam in Canvas
- Click "Edit Assignment Settings" button
- Scroll down to the box next to "Assign."
- Click the "+ Add" button.
- Type the name of the student who needs the extra time. Click on the students' name when that appears.
- Set the appropriate Due date and time.

Advanced Panopto Guide

In order to do anything fancy with Panopto, you'll need to navigate to Panopto on the web:
- In Panopto, click the "Manage Recordings" tab, then click "Manage My Recordings"
- Panopto will open in a web browser; you may be prompted to login with your UCCS credentials.

Now click here to view a video guide with information on how to edit videos, create Panopto quizzes, and upload notes to videos.