

### USING TECHNOLOGY

- ❑ **WebEx** allows the professor to meet with the entire class by sharing his or her desktop with the students. WebEx sessions can be taped, posted on Canvas for students to view, or sent to students in Canvas. This practice allows students the opportunity to review lectures as many times as is necessary. The lectures can also be uploaded in **My Media** in Canvas for much easier access.
- ❑ **Kaltura** is suitable for one-on-one with students but does not allow the professor to share his or her desktop with students.
- ❑ **Screencast-O-matic** ([screencast-o-matic.com](https://www.screencast-o-matic.com)) is an outside, free platform that allows professors to tape their lectures while sharing their desktop with students.
- ❑ An application, such as **Kahoot**, is useful for interactivity because it allows students to have fun while learning. This practice also promotes collaboration when the students are put in teams to compete with one another. These types of platforms are great for preliminary testing or quizzes.
- ❑ **Zoom** is another technology feature that allows the entire class to meet live with the professor. It is easy to use for students and the professor. The program has a feature that will enable students to chat by raising their hands or by typing the question in the chat prompt. The program offers desktop sharing and instructor-controlled microphone muting during lecture presentations. Zoom can be implemented as a Virtual Classroom and for one on one or group meetings.
- ❑ **Chat** is another feature in Canvas that allows for class interaction. It presents a more informal method of communication than some of the other programs. It is a feature that students enjoy because of the casual nature of the class discussion. Chat is an excellent method for keeping track of attendance because it logs interactive data (student's name, comments, date, and time). It shows student participation during the session.

### PROMOTING INTERACTIONS

- ❑ Professors might expect students to attend at least one WebEx class session per week.
- ❑ **Discussion Boards** – Professors might ask students to post questions in the “Discussion” section on Canvas so that instructors can answer the question for all students or so that students who know the answer can help respond to questions. This practice cuts down on the number of duplicate emails.
- ❑ Professors might decide to hold set **office hours each week**. During these office hours, professors can schedule one-on-one live sessions with students, especially those who need extra support.
- ❑ Professors might even schedule mandatory WebEx sessions for those students who are struggling or missing assignments.

- ☐ For INRW 0300 – it is easier to have live classroom sessions to encourage interactivity where students can show their essays or work so that students can learn from each other. Students will share their documents or desktops. This process is more manageable when using **WebEx**.
- ☐ For **Peer Review** activities, professors can use Canvas to assign partners randomly.
- ☐ The **Chat** feature may be used during the professor's virtual office hours because it gives a notification alert when a student is present. The notification alert only appears when the professor is working in Canvas, and the alert feature is activated.
- ☐ Professors are encouraged to provide timely feedback on assignments when possible. Appropriate feedback will allow students the opportunity to discuss problems and solutions if needed.

### **CONNECTING WITH STUDENTS**

- ☐ Professors are encouraged to email or call students who miss a class session.
- ☐ Professors are encouraged to email or call students who miss assignments.
- ☐ Professors are encouraged to look at the **"People"** section on Canvas to see the last time students have been online on Canvas and use this information to encourage them to check-in more. This practice allows the students to see that the professor is concerned and that she wants students to succeed.
- ☐ Respond to emails promptly (24 – 48 hours).
- ☐ The **Announcement** feature in Canvas is another way to reach students. When placing an announcement, students are alerted in their email accounts. Announcements may also be placed on the Home Page in Canvas, so it is the first thing they see when entering the class.

### **CONNECTING STUDENTS TO AVAILABLE RESOURCES**

- ☐ Students can now schedule a virtual appointment with a tutor by calling 713-718-8184.
- ☐ Students have access to online tutoring through [HCC Upswing](#).
- ☐ Students can visit the [HCC online library](#) for tutorials, access to databases, research writing help, and citation guides. The "Ask the Librarian" feature allows students to receive immediate assistance.