

REMOTE LECTURES

This quick guide provides an introduction to lecturing as you move to remote teaching. It outlines key steps to Plan, Modify, and Implement when making this move to optimize student learning. As with any steps you take in moving to remote teaching, it's important to anchor your decisions in course learning objectives and to be transparent, flexible, and generous with students.

Plan

Remote lecturing can work as an alternative to delivering lectures in large, lecture-driven courses. Lectures can be created and offered using a combination of Office 365 (PowerPoint), Zoom, MediaSpace, and D2L. Planning for remote teaching involves creating a workflow for transitioning your course and setting up and utilizing the necessary technology for recording your remote lecture to then share with students.

Modify

When modifying lectures for remote learning, you'll use Office 365 (PowerPoint), Zoom, MediaSpace, and D2L to approximate the in-class lecture experience. These modifications involve scheduling your lecture as a Zoom Webinar, communicating with students about this scheduled webinar, and then creating a "Virtual Classroom" module in D2L to hold your lecture.

Schedule Your Lecture as a Zoom Webinar that automatically records

1. Navigate to <http://zoom.msu.edu> and click the Login button
2. Click the Webinar tab, on the left-navigation
3. Click the Schedule Webinar button
4. Complete the Schedule a Webinar page with the following settings:
5. Topic: Enter course your name
6. Description: This is the dedicated location for virtual classroom
7. Recurring Webinar: Check
8. Recurrence: No fixed time
9. Registration: Uncheck
10. Webinar options:
 - a. Q&A: Check
 - b. Enable Practice Session: Check
 - c. Record webinar automatically on local computer: Check
11. Click on the Schedule button
12. Click in the Link to Join the Webinar field to copy link to clipboard

Let students know about your lecture

1. Post invitation or link to D2L Announcement
2. Email classlist a copy of the invitation in D2L
3. Create a dedicated Virtual Classroom module

Create a dedicated Virtual Classroom module

1. Add a module in your D2L course to serve as a dedicated “Virtual Classroom.” This module will contain the link for the dedicated Zoom session
2. Click the Upload /Create drop-down menu
3. Select Create a Link
 - a. Complete the New Link window
 - i. Title: Enter Link Name
 - ii. URL: Paste Zoom link from your clipboard
 - iii. Open as External Resource: Check

Implement

When it's time for your lecture, you'll run your slideshow/presentation as you would with an in-person lecture. This time, though, you'll share your presentation screen in the Zoom Webinar that you set up, record your screen, and then upload that recording to Kaltura MediaSpace to then share with your students later.

Run Slideshow/Presentation

1. Open your PowerPoint Presentation
2. Click on the Slide Show tab, from the Ribbon bar
3. Click on the From Beginning icon

Tip: Running your presentation before beginning your Zoom session will make the presentation immediately available from the Share screen.

Start Webinar

1. Navigate to <http://zoom.msu.edu> and click the Login button
2. Click the Webinar tab, on the left navigation
3. Locate your previously scheduled webinar and press the Start button to initiate the session
4. Click the Share icon and select Screen. This will ensure everything on your screen is visible during the broadcast

Tip: If you have dual monitors you will need to decide which screen will broadcast your presentation.

Stop Webinar/ Render Video

1. The session will record automatically. When you are done simply press the Stop button
2. The recording will begin rendering after you press the End Meeting > End Meeting for All button

Tip: Render time is proportional to length of session. Please expect to take 3-5 minutes to render your lecture.

Upload Video

1. Log into MediaSpace: <https://mediaspace.msu.edu/>
2. Click on the Add New button
3. Choose a file to upload
4. Navigate to: \\Documents\ Zoom\[Session Name + TimeStamp]\zoom_0.mp4
5. Double click on the file to upload to MediaSpace
6. As it is uploading, scroll lower on the page, enter a name for the video, and click the Unlisted option and hit Save

Share link with students

1. Click on the Go to media link at the bottom of the page
2. Under the video there is a tab called Share, click on it
3. Copy the link it gives you to the Media Page and post that in D2L
 - a. In your D2L course, click on the Content tab
 - b. Click on the “Add a module...” field located in the left-navigation
 - c. Type Recorded Lectures and press enter
 - d. In the module, click the Upload/create button and choose the Create a link option
 - e. Paste the link you copied from MediaSpace
 - i. Complete the New Link window
 1. Title: Enter Link Name
 2. URL: Paste Zoom link from your clipboard
 3. Open as External Resource: Check

Additional Help

For additional help and support, please visit keepteaching.msu.edu or the MSU IT Service Desk at local (517) 432-6200 or toll free (844) 678-6200.