

# Quick Start Guide for Transitioning Online

In response to growing concerns over Novel Coronavirus – COVID 19, Sam Houston State University will move courses to remote delivery for the remainder of the spring 2020 semester. The steps below streamline a quick process to make the transition.

## 1) Lectures

- a. Determine how many lectures remain pending in the semester.
- b. For each lecture remaining, you will need to decide how you want to lecture. You have 2 basic options:

<b>1) Synchronous Lecture</b>	OR	<b>2) Asynchronous Lecture</b>
<ul style="list-style-type: none"><li>• Entails live streaming.</li><li>• Host at the same time as your class would normally meet.</li><li>• Use <b>Zoom</b> or <b>Bb Collaborate</b>.</li></ul>		<ul style="list-style-type: none"><li>• Entails pre-recorded presentations and/or narrated PowerPoints.</li><li>• Use <b>Zoom</b>, <b>Bb Collaborate</b>, or <b>Kaltura</b>.</li></ul>

- c. You can do a combination of both- synchronously and asynchronously.
- d. You can record either synchronous or asynchronous lectures and make the recordings available in the Bb Course.
- e. If you need to create slides to present, you can create them in PowerPoint, GoogleSlides, or Apple Keynote prior to delivering the lecture.

**TIP:** Refer to the [Quick Tool Crosswalk](#) for how-to tutorials on all tools mentioned in this document.

## 2) Assignments & Tests

- a. Make a list of assignments and tests remain pending for the rest of the semester.
  - i. Do any assignments or tests require rescheduling due to Spring Break extension?
- b. Follow the tool recommendations below to issue assignments and tests:

Issue or collect an assignment	<a href="#">Blackboard Assignment tool</a> .
Issue a test or give a quiz	<a href="#">Test</a> tool in Bb.
Proctor a test	<a href="#">Lockdown Browser</a> and/or <a href="#">Monitor</a> .
Provide feedback	<a href="#">Grade Center</a> or the <a href="#">Send Email</a> tool.

### 3) Communication

- a. Determine how to stay in touch with your students.
- b. Blackboard gives you numerous communication options.
- c. Select one or two from the tools below.

#### 1) Send Email Tool

- Works like regular email but you can send it from inside a Bb course.

#### 2) Announcement Tool

- Posts to all students in the course.
- Can also be emailed at the same time it is posted.
- Is stored in course for continuous access.

#### 3) Discussion Forum Tool

- Posts to all students in the course.
- Allows option for students to respond and ask questions.
- Is stored in course for continuous access.

#### 4) Bb Collaborate Tool

- This is a web conferencing tool.
- Can be used as a Virtual Office.
- Meet with all students at once or 1:1.

#### 5) Zoom Tool

- This tool is outside of Blackboard.
- Can be used like Bb Collaborate to host meetings 1:1 or with many students at a time.

### 4) Handouts, Links, Videos

- a. Determine if you have any handouts to pass out.
- b. Make a list of web resources to make available for students.

Create a handout from scratch OR upload something you created in Word, PDF, Excel, PowerPoint, etc.	Create in Blackboard using the " <a href="#">Build Content</a> " OR Upload to Blackboard using " <a href="#">File</a> " tool.
Share a class schedule	<a href="#">Calendar</a> tool in Bb.
Share a syllabus	Upload document to Blackboard using " <a href="#">File</a> " tool.
Share a website or many websites	<a href="#">Web Link</a> tool in Bb.
Share a video	<a href="#">Link</a> to video or create your own in <a href="#">Kaltura Capture</a> .