1. Evaluate what learning activities you need to modify based on credit hour expectations.

2. Use the chart to view recommended technologies by learning activity.

3. Review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the learning activity you need to modify.

4. Continuously communicate with your students regarding your plan of action.
keepteaching.tamu.edu

determine priorities, limit complexity and access resources

1. EVALUATE REMAINING COURSE ACTIVITIES
2. TEACH CONTENT IN THE DIGITAL LEARNING ENVIRONMENT
3. COMMUNICATE REGULARLY WITH STUDENTS
4. ACCESS ADDITIONAL RESOURCES
Tip: Update your syllabus to include details of how the course will change, including changes to assignments, due dates, grading rubric and contact information. If the syllabus changes, it must be made available to all students via email and posted in a place where students can access it.

### Three Credit Hour Expectations

<table>
<thead>
<tr>
<th>Week of the Semester</th>
<th>Total Out of Class Student Work Hours</th>
<th>Faculty Instruction Hours Remaining</th>
<th>Out of Class Student Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>42</td>
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<tr>
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<td>24</td>
</tr>
<tr>
<td>12</td>
<td>72</td>
<td>9</td>
<td>18</td>
</tr>
</tbody>
</table>
Teach

Now that you have determined course priorities, modified your syllabus, identified technologies that will facilitate revised learning activities, and communicated with your students, it is time to deliver Learning Activities in the digital learning environment. Focus on providing timely feedback, clear organization and communication, and promoting interaction among students and between students and the course instructor when feasible.

Quick Start

Revise your syllabus as needed and make available to students. Then, review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the Learning Activity you need to modify so that you are able to achieve your desired outcome with the recommended technologies for each Learning Activity.

Navigate to relevant Learning Activities for additional considerations and tips.

- Post Course Materials
- Deliver Course Lectures
- Assign Projects
- Administer Assessments
- Collaborate through Group Work
Recommended communication channels

How to create a distribution list via TAMUDirect

Convene students via ZOOM

Sample communication
keepeteaching.tamu.edu

- Getting started with ZOOM
- Guide to Teaching with ZOOM
- Getting started with Google Classroom
- Guide to Teaching with Google Classroom
- Accessibility
- Academic Integrity
- More Resources!
KEEP TEACHING WITH ZOOM

Presented by the Office for Academic Innovation
By the end of this training, participants will be able to:

Host a Class / Meeting through ZOOM

Deliver virtual instruction through ZOOM

Incorporate ZOOM features that enhance teaching and learning through an online environment
This training will use the Zoom Desktop Client. If you do not have it installed onto your computer, please go to tamu.zoom.us to download or visit your college or departmental IT support.
## LEARNING ACTIVITIES

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>DELIVERY METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Course Materials</td>
<td>Google Classroom</td>
</tr>
<tr>
<td>Deliver Course Lectures</td>
<td>ZOOM</td>
</tr>
<tr>
<td>Post and Submit Assignments</td>
<td>Google Classroom</td>
</tr>
<tr>
<td>Administer Assessments</td>
<td>Devise Alternative Quiz &amp; Exam Delivery Format</td>
</tr>
<tr>
<td>Collaborate through Group</td>
<td>ZOOM, Google Classroom</td>
</tr>
<tr>
<td>Hold Office Hours</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>
GETTING STARTED

Login to your Zoom desktop client

You may have to claim an account if you have not already
1. After you have logged in, you will be on your homepage.
2. Click Schedule.
1. Basic Recommended Settings
   - Topic
     - Rename to Course Name and/or Number
     - Change date and time
     - Set duration
   - Meeting ID
     - Generate Automatically
   - Password
     - Do Not Require Meeting Password
   - Video
     - Host ON: Participants ON
   - Audio
     - Telephone and Computer Audio
   - Advanced options (if necessary)
2. Click Schedule
1. When you click Schedule, a dialogue box will appear with information for your participants.
2. Click on Copy Invitation.
3. Paste the copied information to your established communication channel so that your students can access the meeting information.
START MEETING

1. From your Homepage, click on the Meetings tab.
2. Select the meeting you would like to start. Click on Start.
KEEP CALM & ZOOM ON

• It will take a few seconds for your computer to recognize that it already has Zoom desktop client installed
• Just refresh your browser if you get this message and you see the launch application link
1. In the meeting controls, click the arrow next to Mute/Unmute.
2. Select the correct microphone that you would like to use.
VIDEO SETTINGS

1. In the meeting controls, click the arrow next to Start Video.
2. Select the correct camera that you would like to use.
RECORDING A MEETING

1. When in a meeting, click the Record icon.
2. Click on Record to the Cloud.
3. Once you are done recording, click on the Stop Recording icon.
MANAGING PARTICIPANTS

1. Click on the Participants icon.
2. Click on the More icon. Select the action you would like to apply.
CREATING A POLL

1. Go to the Meetings page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.
2. From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.
3. Enter a title and your first question.
4. Select whether you want the question to be single choice or multiple-choice question.
5. Type in the answers to your question and click Save at the bottom.
6. If you would like to add a new question, click Add a Question to create a new question for that particular poll.
LAUNCHING A POLL

1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the Polling option in the menu bar.
3. Select the poll you would like to launch.
4. Click Launch Poll.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click End Poll.
7. If you would like to share the results to the participants in the meeting, click Share Results.
1. Click the Share Screen button.
2. Select the screen you want to share.
3. Click on the Share button.
VIRTUAL BACKGROUND

1. In the meeting controls, click the arrow next to Start Video.
2. Click on Choose Virtual Background.
3. In the dialog window that appears, choose the virtual background you would like to use or upload your own.
1. Click the Share Screen button.
2. Select the Whiteboard.
3. Click on the Share button.
1. Click the Share Screen button.
2. Select the screen you want to annotate over.
3. Click the Share button.
4. In the Annotation Controls, click on Annotate.
1. Click Chat in the meeting controls.

2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
ACCESSIBILITY DURING YOUR ZOOM MEETING

- Live Captioning
- Closed Captioning
- Automatic Transcripts
- Keyboard Accessibility
- Screen Reader Support
1. Sign into the Zoom web portal and navigate to Account Settings.

2. Navigate to the Cloud recording option on the Recording tab and verify that the setting is enabled. 
   Note: If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

3. In the Advanced cloud recording settings, click the Audio Transcript checkbox to enable it, then click Save to confirm the change.
BREAKOUT ROOMS

1. Click the Breakout Rooms icon.
2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - Automatically: Let Zoom split your participants up evenly into each of the rooms.
   - Manually: Choose which participants you would like in each room.
3. Click Create Rooms.
ADMINISTER ASSESSMENTS

Option 1: Faculty-Proctored Exam can view up to 49 participants (via ZOOM)
Option 2: Written Take-Home Exam (submitted via Google Classroom)
Option 3: Oral Exam (via ZOOM)
Option 4: Assessment modified to Project
  • Case Write-Up
  • Faculty Observations (via ZOOM)
  • Journaling or Self Reflection
  • Laboratory Report
  • Essay Sprints / One-Minute Essays
  • Papers
  • Peer Feedback and Evaluation
  • Portfolio
  • Presentation (via ZOOM)
  • Video Projects or Digital Storytelling

If you find out that your School / College does not have pre-existing arrangements in place with an online proctoring service, we suggest you consider strategies to reduce opportunities for academic dishonesty.
MOBILE APPS
RESOURCES

**KEEPTEACHING.TAMU.EDU**

**WALK-IN SUPPORT**
- Evans Library 405D
- Student Rec Center 1130
- Help Desk Central, CS00

**TRAINING**
- Evans Library 405, 405A, 405B
- Student Rec Center 1132
- Online (via Zoom)

**SUPPORT**
- A1Help@tamu.edu
- 979-458-3417
SPECIAL THANKS TO

Office for Academic Innovation
Center For Teaching Excellence
Disability Resources
Division of IT – Help Desk Central
Enterprise Information Systems
Provost Communications
Provost Information Technology Office
Student Recreation Center
University Libraries