QUICK START, CENTRALIZED RESOURCE FOR FACULTY

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
determine priorities, limit complexity and access resources
Tip: Update your syllabus to include details of how the course will change, including changes to assignments, due dates, grading rubrics 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>
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<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
ACCESS
ADDITIONAL RESOURCES

keepteaching.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 GOOGLE CLASSROOM

Presented by the Office for Academic Innovation
TRAINING OBJECTIVES

BY THE END OF THIS TRAINING, PARTICIPANTS WILL BE ABLE TO:

• Deliver virtual instruction through Google Classroom.

• Post course materials through Google Classroom.

• Post and receive assignments through Google Classroom.

• Incorporate Google Classroom features that enhance teaching and learning through an online environment.
## LEARNING ACTIVITIES

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>DELIVERY METHOD</th>
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<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 gateway.tamu.edu/classroom

You may have to claim a Google account if you have not already
1. After you have logged in and clicked Get Started, your courses for the current semester will display.*

2. Click Create Google Classrooms.

3. On the next page, check the boxes of the courses you would like to register.

4. Click Register.

*Only the instructor of record can register a course.
ENROLL TAs

1. To add Teaching Assistants, go to the People tab.
2. Click on the Add Teachers (icon of a person and +) on the right-hand side of Teacher.
3. Locate the person you would like to add by email or name.
4. Once you have located them, click Invite.
CREATE RESOURCES

1. Click on the Classwork tab.
2. Click on the + Create button.
3. Click on Material.
1. Provide a title and description.
2. Attach the resource via the Add button, if necessary.
3. Click Post.
1. Click on the Classwork tab.
2. Click on the + Create button.
3. Click on Assignment.
1. Provide a title, instructions, and add any additional resources that students may need.

2. In the righthand pane, you may:
   - assign a point value for the assignment
   - Add a due date

3. Click Assign.
CREATE AND POST ANNOUNCEMENT

1. Click on the Stream tab.
2. Click Announcement.
3. Type in your announcement.
4. Click Post.
Providing Feedback

1. Click on the Classwork tab. Click on the name of the assignment you would like to grade. Click View Assignment.

2. Click on the student submission you would like to grade.

3. Click on the Add Comment button that appears on the top right of the assignment viewer.

4. Highlight the area on the assignment you would like to add a comment.

5. Enter your comment and click Comment.
1. When providing feedback, you can enter grade on the right-hand pane under Grade.

2. You can also enter grades manually by going to the Grades tab and inputting the grade for an assignment.
1. On the Classwork tab, click on any assignment. Then click on View Assignment.
2. Click on the Settings icon that appears on the right-hand side.
3. Click Download all grades as CSV.
ADMINISTER ASSESSMENTS

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.

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
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
- AIHelp@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