Online TA Skills
Getting Started in the Virtual Classroom (will begin shortly)

This session will be recorded and may be made publicly available on the Learning Innovation website. If you remain in this session, your participation and identifying information may be publicly visible. (If you’d like to participate but prefer not to be recorded, turn off your video and mute your microphone.)
Online TA Skills
Getting Started in the Virtual Classroom

Aug 18, 2020
About Us

Dr. Hugh Crumley
Assistant Dean
Graduate School
he/him/his

Anderson Hagler
PhD Candidate
History
He, Him, His

Dayton Kinney
PhD Candidate
Music
She, Her, Hers

Dr. Sophia Stone,
Senior Consultant
Learning Innovation
she/her/hers

Jonathan Holt
PhD Candidate
Civil & Environmental
Engineering
Changing Digital Landscape

Inclusive Pedagogy is a student-centered approach to teaching that engages the wealth of intersecting social identities and positionalities that all students bring to the classroom. It must not be an afterthought, rather, it should permeate every aspect of curriculum and course design, classroom management, and assessment of teaching and learning.

Iturbe-Lagrave (2018), University of Denver
Immediate technical support
(Zoom, Sakai, Duke tools)
help@oit.duke.edu

Teaching related: Learning Innovation
flexteaching.li.duke.edu

Visit us in Office Hours on M-F 1-3pm
duke.zoom.us/my/dukelearninginnovation

CCT - Certificate in College Teaching
crumley@duke.edu
Session Goals

By the end of this session, you will be able to:

- Identify the range of digital skills needed to carry out your online TA responsibilities;
- Enable and use Zoom within Sakai;
- Manage a Zoom virtual class;
- Engage students with communication tools (Sakai forums, announcements & Piazza); and
- Engage in conversation with a growing online TA community.
Online TA Role & Responsibilities

Communicate, moderate online discussions with tools like Sakai forums and Piazza

Hold virtual office hours (Zoom)

Support students - provide inclusive climate for learning

Provide instruction & examples (Screen Share, Whiteboard, Annotate in Zoom, record video)
Online TA Role & Responsibilities

- Manage Zoom virtual class (non-verbal & verbal feedback, polls, breakout rooms)
- Moderate chat and group work in Zoom
- Provide feedback, grade assignments (Sakai)
Digital Tools - Getting Started

**Sakai**
Duke’s Learning Management System

what’s it for?
Sharing syllabi, readings, assignments and grades, online discussions

sakai.duke.edu

**Sites@Duke**
Duke WordPress

what’s it for?
Creating and publishing blogs or simple websites

sites.duke.edu

**VoiceThread**

what’s it for?
Student-created multimedia images and presentations

duke.voicethread.com

**Zoom**

what’s it for?
Web conferencing tools, screen sharing, breakout rooms, chat, video. Schedule zoom synchronous class sessions directly from Sakai.

zoom.duke.us
Scheduling Zoom Meetings in Sakai

- Turn on tool in site info
- Schedule meetings from Zoom tool
- Record to cloud to share later
Two ways to access Zoom

Sakai
- Best for scheduling

Zoom website (duke.zoom.us)
- Best for changing settings
Turning on Tools within Site Info — Sakai

SITE INFO

SITE INFORMATION        EDIT SITE INFORMATION        MANAGE TOOLS            TOOL ORDER        ADD PARTICIPANTS MANAGE PARTICIPANTS        MANAGE GROUPS
LINK TO PARENT SITE    EXTERNAL TOOLS            MANAGE ACCESS        IMPORT FROM SITE USER AUDIT LOG        MANAGE OVERVIEW

General

- **Overview**
  - For providing an overview of the site, including the site's description and recent announcements, messages, and events

- **Announcements**
  - For posting and viewing current, time-critical information

- **Assignments**
  - For posting, submitting, and grading assignments online

- **Attendance**
  - A simple tool to track student attendance.

- **Blogs**

Selected tools

- Overview
- Workshops
- Resources
- Site Info
- Warpwire
- Zoom Meetings

Remove
Enabling External Tools within Site Info — Sakai

For collaborative editing of pages and content

- **External Tools**

  - **Mediasite Collection: Physician Assistant**
    - Add and manage collections of Mediasite for your teaching: for the Physician Assistant Program.

  - **My Mediasite: Physician Assistant**
    - Create and share videos, screencasts and slideshows, wherever you are: for the Duke Physician Assistant Program.

  - **Panopto**
    - Record, publish and stream your lectures. Please note: This tool is not usable for automated, classroom-based recordings scheduled in collaboration with your local Panopto Site Administrator.

  - **Warpwire**
    - Upload videos, audio, and images to Sakai.

  - **Zoom Meetings**
    - Zoom for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

**CONTINUE**

**CANCEL**
### Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately. Click and move tool in list below, or use the keyboard to focus on the tool then use U or D keys.

<table>
<thead>
<tr>
<th>Tool</th>
</tr>
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<tbody>
<tr>
<td>Overview</td>
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<tr>
<td>Workshops</td>
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<tr>
<td>Warpwire</td>
</tr>
</tbody>
</table>

Warning: Making tools invisible does not prevent access to the tool items through direct links. To prevent all access, lock the tool.
Tool Order, Visibility, & Accessibility

**Tool Order**

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- Overview
- Workshops
- Zoom Meetings
- Resources
- Site Info
- Warpwire

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SAVE  CANCEL  RESET  SORT ALPHABETICALLY
Schedule Zoom Meetings

Always Begin with Sakai First!

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

Upcoming Meetings

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Aug 18</td>
<td>Online TA Skills: Getting Started</td>
<td>965 4155 7909</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Host Hugh Crumley</td>
<td></td>
</tr>
<tr>
<td>Thu, Aug 27</td>
<td>Online TA Skills: Sakai</td>
<td>940 9024 0282</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Host Hugh Crumley</td>
<td></td>
</tr>
<tr>
<td>Tue, Sep 8</td>
<td>Online TA Skills: Zoom Breakout Rooms</td>
<td>943 5986 7574</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Host Hugh Crumley</td>
<td></td>
</tr>
</tbody>
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## Schedule Zoom Meetings

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Two ways to access Zoom

Sakai
- Best for scheduling

Zoom website (duke.zoom.us)
- Best for changing settings
## Upcoming Meetings

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</tr>
</thead>
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<tr>
<td>Mon, Aug 17</td>
<td>Anderson's Options and Dissertation</td>
<td>977 0175 1292</td>
</tr>
<tr>
<td>01:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon, Aug 24</td>
<td>Anderson's Example Meeting (Please do not delete)</td>
<td>952 4011 0668</td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Cloud Recordings @ duke.zoom.us

<table>
<thead>
<tr>
<th>Topic</th>
<th>ID</th>
<th>Start Time</th>
<th>File Size</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulbright Talk @ 1pm Friday</td>
<td>951 8615 2552</td>
<td>Jul 17, 2020 12:57 PM</td>
<td>5 Files (246 MB)</td>
<td>Share...</td>
</tr>
<tr>
<td>Fulbright Talk @ 1pm Friday</td>
<td>951 8615 2552</td>
<td>Jul 13, 2020 02:21</td>
<td>2 Files (22 KB)</td>
<td>More...</td>
</tr>
</tbody>
</table>

**Recordings Settings**

- **From mm/dd/yyyy**
- **To 08/11/2020**
- **All Status**

**Search Options**

- **Search by ID**
- **Search**
- **Export**

**Actions**

- **Delete Selected**
- **Delete All**
Manage a Zoom Virtual Class (Feedback, Polls, Chat, Breakout Rooms)
Feedback Options - Non-verbal
(Under the Participants Tab)

- Raise Hand
- yes
- no
- go slower
- go faster
- more
Feedback Options - Zoom Polls

1) Go to settings and enable polling (duke.zoom.us)

2) Create a poll
   a) duke.zoom.us [create poll manually]
   b) Sakai [upload csv file]
What concerns do you have with participant engagement in Zoom?
Using Zoom Breakout Rooms for Active Learning

Group Projects

Discussion

Presentations
Launching a Zoom Breakout Room

Settings (duke.zoom.us)
“In-Meeting (Advanced)”

Live session (only host can assign breakout rooms)
Manage Zoom Breakout Rooms

Create up to 50 breakout rooms!

All existing rooms will be replaced and randomized again.
Breakout Room - Options

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room
- Set countdown timer: 60 seconds
Engage Students with Communication Tools (Sakai forums, announcements & Piazza)

Part III
Jon’s Advice to Online TAs

- Communicate, set expectations with students
- Hold office hours, not “office days”
- Response time

“On Tuesdays & Thursdays, I will answer your questions during office hours”
Piazza: A Versatile Forum Tool in Sakai

- Useful for questions that have a right answer

Endorse comments

Students collaborate

Rich text editor
Sakai Forums Asynchronous Discussion

- Useful for icebreakers & inviting conversation
- Group aware tool, team discussions
- Setting options
  - Can require reading before posting
  - Can specify forum availability dates
  - Forum can be linked to gradebook
  - Can upload attachments, audio, video
Share screen - Piazza vs. Forums
Use Zoom Polls to Engage Students

- Polls add variety to your Zoom call
- Use polls to:
  - Check for understanding
  - Motivate discussion
  - Collect student input

“How well do you understand the assignment?”
Two Virtual Whiteboard Solutions

- Display your iPad/iPhone in a Zoom meeting
  - Useful whiteboard apps: GoBoard, AWWapp
2) Use your phone camera & join Zoom
Questions?