MC | E-Learning, Innovation, and Teaching Excellence
MONTGOMERY COLLEGE

Introduction to the Virtual Classroom

DESCRIPTION

This **self-paced training** course is designed to help you better understand the details of Virtual Classroom Instruction. You can expect to allow approximately 45 minutes to read and complete the activities in this course. This course for Faculty who:

- Will use a Virtual Classroom Platform

- Want to transition to Virtual Instruction.

- Have access to Montgomery College Blackboard Collaborate Ultra and an MC Zoom account

Outcomes

- Recognize the availability and differences of three Virtual platforms at MC

- Follow seven steps to Virtual Class Planning

- Identify where to find help and resources for Montgomery College's Virtual Conferencing platforms

- Identify the 5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote.

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Agenda

- Welcome
  - Outcomes
  - Agenda
- Virtual Conferencing Platforms: Collaborate Ultra, Zoom, Office Teams
- Virtual Classroom Preparation
- Transition: Five phases of transferring from onsite to virtual classroom instruction
- Resources

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In the ad business, we talk about "using the medium": the notion that you can't take material from one medium, like a Coca-Cola sign, and slap it on another medium, like Instagram. You must rethink everything when starting on a new medium and redesign the content for the medium.

Higher Education, Stephen Hesh 2020

What is a
Virtual Classroom?

What is a virtual classroom?

"A virtual classroom is a teaching and learning environment where participants can interact, communicate, view and discuss presentations, and engage with learning resources while working in groups, all in an online setting. The medium is often through a video conferencing application that allows multiple users to be connected at the same time through the Internet, which allows users from virtually anywhere to participate.

A virtual classroom is also known as a virtual learning environment (VLE)."

Techopedia. February 25, 2019

Content: Synchronous / live / Supervised

Advantages

- Teacher-student interaction

- Immediate Answers

- Focus on content

Disadvantages

- Scheduling

- Distractions

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Content: **Asynchronous** / Self-paced / Unsupervised

Advantages

- Flexibility
- Controlled environment
- Student's own pace

Disadvantages

- Unmonitored attention
- Wait time for answers

This Photo by Unknon author is licensed under CC BY-SA-NC.

What were the two methods of online instruction explained in this section?

Which method are you using to take this course?

What are the MC sponsored platforms?

The Platforms: Options owned and supported by Montgomery College

✓ Technical Assistance
✓ More/Different Features than standard account
✓ LMS Integrations

Virtual Instruction, Conferencing or Meeting PLATFORMS at Montgomery College

a) Blackboard Collaborate Ultra

Fully Integrated with the Blackboard LMS. Designed for professional classroom collaboration. Collaborate offers live audio/video, break-out discussions, archived class sessions, attendance integration, whiteboard and more. https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html

b) Zoom

Partially Integrated with the Blackboard LMS. Designed for video meetings and conferencing. Zoom offers live audio/video, breakout discussions, whiteboard and more. https://www.montgomerycollege.edu/_documents/offices/academics-affairs/covid-19-contingency-plans/resources/zoom-videoconferencing.pdf#search=zoom%20guide

c) Microsoft Office Teams

Not integrated with the Blackboard LMS. Designed for collaboration, communication and content creation and sharing. Teams is a digital hub that brings conversations, content, assignments, and apps together in one place. https://info.montgomerycollege.edu/offices/information-technology/work-from-home/#office365onedriveandmymc

Ultra or Zoom? Digging into some Differences

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Blackboard Collaborate Ultra and Zoom Feature Comparison

	Features	Blackboard Collaborate ULTRA	MC Zoom	Blackboard LTI
1	Invite guests with URL	Yes	Yes	Yes
2	Session recording	Yes	Yes	Yes
3	Download Recording	Yes	Yes	Yes
4	Automatic meeting recording	No	Yes	No
5	Session is being recorded announcement	Yes	Yes	No
6	Mobile App	Yes	Yes	Yes
7	Breakout rooms	Yes *	Yes	Yes
8	Share/Push Content to/from Breakout Room	Yes	No	No
9	Polling	Yes	Yes	Yes
10	Download Chat	No	Yes	Yes
11	In-meeting chat and private chat	Yes	Yes	Yes
12	Anonymize chat in a recording	Yes	No	No
13	Maximum number of attendees	≤250	≤300	≤300
14	Annotation Tools	Yes	Yes	Yes
15	Session time limit	No	No	No
16	Session timeout due to inactivity	Yes *	Yes *	Yes *
17	Share files, PowerPoints, PDFs, images to the whiteboard	Yes	No.	No.
18	Application Sharing and Screen Sharing	Yes	Yes	Yes

https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html

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Tutorials and Helpful Resources

https://www.montgomerycollege.edu/_docume nts/offices/elite/zoom-ultra-faq.pdf

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Technology
Best Practices

- Always have and use your most current and latest version of your browser

- Minimize the use of mobile device for teaching or learning on virtual platform

- Check the specific requirements required for each platform

- Contact OIT for any Technical Assistance

- Have access to MyMC and College email.

- Get training and ask for help when needed https://info.montgomerycollege.edu/offices/information-technology/services/index.html

How do I prepare to teach in a Virtual Classroom?

The Preparation: Virtual Classroom

7 Steps to Preparing for your Virtual Class Session

1. **Choose your Platform**, considering accessibility, skill and outcomes
2. **Choose your format**, according to your learning outcomes
3. **Plan your Classroom Management**, according to your participants
4. **Host Practice Sessions**, with co-teacher/host, colleagues or lead students
5. **Send Pre-Session Announcement**, with platform instructions and prep tasks
6. **Facilitate your session**, according to Remote Best Practices
7. **Archive your session**, considering accessibility

Reading Break:

Teaching Practices for your Virtual Classroom

https://www.insidehighered.com/sponsored/teaching-practices-your-virtual-classroom

Turning Highly Technical Content into an Engaging Learner Experience

https://trainingindustry.com/magazine/issue/how-to-turn-highly-technical-content-into-an-engaging-learner-experience/
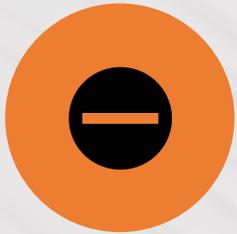
How do I transition from Face to Face to Virtual Instruction?

The Transition:
Onsite Classroom to the Virtual Classroom

E-Teaching made Easy

ENTRY **ESTABLISH** **ENGAGE** **ENCOURAGE** **EXIT**

5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote: M. Jackson 2020

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E-Teaching made Easy

Entry
How we encounter our learners

Establish
How we agree on the expectations

Engage
How we meet our learners where they are

Encourage
How we motivate learning to continue

Exit
How we end the learning experience

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Example: Entry

Entry

	Physical Classroom	**Virtual Classroom**
	-Instructor and Classroom ready prior to class start; advance preparation time (15min)	-Instructor and classroom ready prior to start; advance preparation time (15min)
	- Turn on projector and display presentation welcome slide	-Activate your digital platform and load your content
	-Greet Participants with eye contact individually and address any concerns	-Greet each participant as they log on. Address individual issues through a) pre-communicated office hours and via email b) monitoring the chat*, private and group.
	-Take attendance; excusing any nonregistered participants	-Note attendance; removing any uninvited participants

5 E's of Virtual Classroom Facilitation, Transferring from Onsite to Remote: M. Jackson 2020

**ACTION**: Visualize yourself walking into your virtual classroom.

What could get in the way of you being ready 15 minutes before your virtual class begins?

What do you want your students to see when they log into your session?

How will you handle any unwelcomed students?

ACTION: Make an ENTRY Checklist for yourself with the visualization you want to experience for yourself and your students.
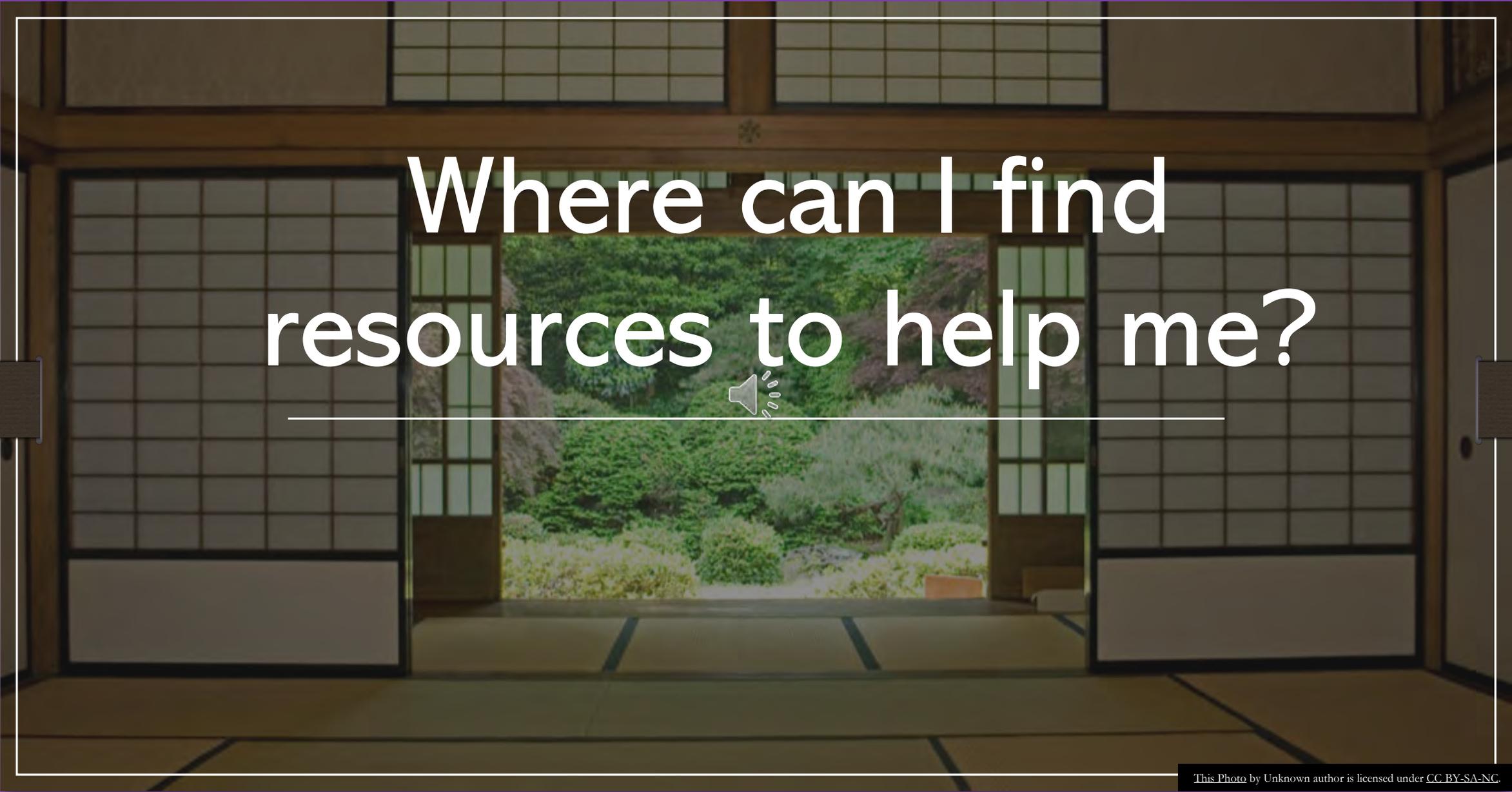
Where can I find resources to help me?

Resources and Help
Virtual Classroom

Virtual Classroom Training

Holding Virtual Classroom In Blackboard Collaborate Ultra and Zoom

You can expect to learn:

- How to use Collaborate Ultra, with a review of using Zoom

- Instructional best practices for delivering class in Ultra or Zoom

- Rationale for settings and features

- The Blackboard Integration of Ultra and Zoom

- How to apply Moderator and Participant permissions

- Strategies and Practice with breakout rooms, polling and other features

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Resources and References

Support

- Blackboard Collaborate Ultra Webpages (ELITE) https://www.montgomerycollege.edu/offices/elite/blackboard-collaborate.html

- How to set up free MS Office Account, obtain MCID and MS Outlook email and calendar. Work from home tools(OIT) https://info.montgomerycollege.edu/offices/information-technology/

- Zoom Reference Guide OIT https://info.montgomerycollege.edu/_documents/offices/information-technology/forms/zoom_videoconferencing.pdf

Handouts

- Teaching Practices for your Virtual Classroom https://www.insidehighered.com/sponsored/teaching-practices-your-virtual-classroom

- Ten Virtual Training Features for online https://trainingindustry.com/articles/remote-learning/10-virtual-training-features-that-mimic-in-person-training-spon-readytech/

- E-Teaching Made Easy: Transferring from F2F to Virtual https://montgomerycollege0-my.sharepoint.com/:b:/g/personal/mande117_montgomerycollege_edu/EURqmIsqGBpLi6R5GrCiE4wBwbgsAJYBp6-L_5RMiuVjug?e=DCKY5e

- What is a Virtual Classroom https://drexel.edu/soe/resources/teacher-resources/virtual-classroom/

HELP

Technical assistance/training on Zoom; Office 365

- *by email* at itservicedesk@montgomerycollege.edu

- *by web chat* on OIT's web page:
  https://info.montgomerycollege.edu/offices/information-technology/

- *by phone* at 240-567-7222

Technical assistance on Blackboard Collaborate Ultra:

- *Report an Issue* from within Collaborate Ultra

- *By Help Link* from inside Blackboard site: Click Help link at the bottom of the Instructor's Control Panel, or visit http://behind.blackboard.com

- *By phone* – 877-382-2293

Thank You

Marcy Jackson

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