

Incorporating Remote Lectures into Course Design

Considering Student Experiences for Supporting Equity and Engagement

Different life histories and experiences determine how students react to or tolerate change, especially during unplanned events that affect the ability of instructors to deliver classes in the manner students have come to expect. Such unplanned events can affect student engagement, learning, and ability to succeed. Yet the campus has tools available that can mitigate the effects of unplanned interruptions to our regular teaching practices—tools that can also be used effectively even when there are no interruptions (say, for students who are sick or absent from campus for other reasons).

Changes to the learning environment can introduce inequities or precipitate access issues for some students. Faculty are invited to consider how a change in the learning environment, including moving a class away from its scheduled location, may affect access and learning, and to consider best and inclusive practices.

When faculty elect to teach away from the scheduled location, and want to consider creative options for doing this that may offer a greater and equitable reach, many turn to Zoom. Zoom technology allows instructors to offer students a remote learning experience that can solve some problems of access (even as it sacrifices some of the benefits of in person instruction).

Important considerations:

The UCSC Zoom Professional license now allows for meetings of up to 300 participants (this has been increased from 100).

To be able to use Zoom for meetings from Canvas, first you must establish yourself as a Pro-Zoom user. Do this by going to <https://ucsc.zoom.us/> and signing in. Having signed in to your Pro account, you can now set up Zoom meetings in Canvas.

When using Zoom for meetings, an Ethernet cable for Internet connection is necessary. Ethernet is a more stable Internet connection and will allow you to share your screen, show a video, and other activities.

How to set up a Zoom lesson or meeting with a class:

First, be certain that Zoom is available to your students in Canvas:

1. Log in to your Canvas course
2. Go to Settings

3. Click on Navigation tab
4. You will see a long list of functions organized into a top group and a bottom group. The top group contains tools and functions already available to students. The bottom group are the tools and functions that have been hidden from students. Where is Zoom for you, top or bottom group? If you find Zoom in your bottom group, click on that row and simply drag it up into your top group.
5. Scroll to the bottom of that page and click  (super important step!)

Creating a Zoom meeting for your students:

1. From your course homepage, click on [Zoom](#)
2. Click on 
3. Select meeting details, topic, description, and meeting time.
4. These meeting selections are recommended:

Registration Required

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Personal Meeting ID 751-800-4530
- Enable waiting room
- Record the meeting automatically on the local computer

5. Be sure and click   after making your Zoom meeting selections.
6. When you click “Save” this generates a link to the Zoom meeting. Copy that link to your clipboard for the next step in this process, communicating the Zoom meeting with students.

Invite Attendees

Join URL: <https://ucsc.zoom.us/j/511532220>

 Copy the invitation

Finally, decide how you will communicate this Zoom meeting with your students

Ask yourself: “Is this meeting required? Will I want to attach points or a grade to this meeting?”

If, the answer is YES, refer to these instructions

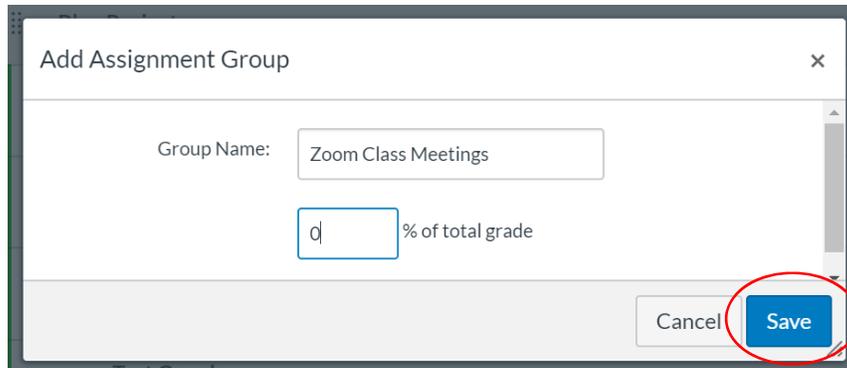
With Canvas, everything you require of students should become an “Assignment”. Making activities (readings, meetings, homework, etc.) into Assignments in Canvas, even if it is ungraded, is an inclusive practice because all students will get the Assignment added to their Canvas calendar and receive automatic reminders.

Important Note: Not every student may be able to attend your Zoom meeting or have access to Internet at the time of the Zoom meeting. For this reason, the Zoom option “Record the meeting automatically on the local computer” will allow you to make the meeting available to your students, after the fact. Recording ensure that all students will have access to information shared at that meeting.

1. From your course homepage, click [Assignments](#)

2. Click on 

3. Provide the Group Name and add the “% of total grade” for all Zoom meetings that will make up this new Group. **Be sure to click “Save”.**



Add Assignment Group

Group Name:

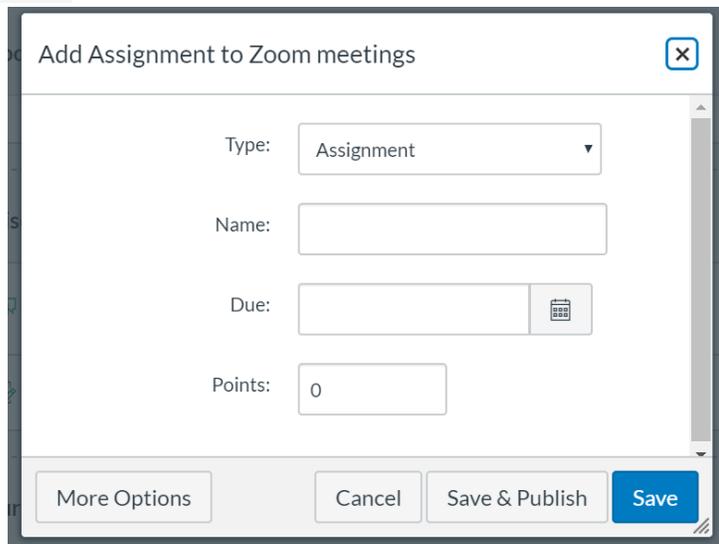
% of total grade

Cancel **Save**

4. From your Assignments page, you will now see this new Group at the bottom of your set of Groups.

5. Next, create the Canvas Assignment within this new Group you have created. Begin by clicking 

6. Complete the form that pops up by adding the Name you want to refer to for this Zoom meeting assignment.



Add Assignment to Zoom meetings

Type:

Name:

Due: 

Points:

More Options Cancel Save & Publish **Save**

7. Click on “More Options”

8. Above the large Assignment box find and click on 

9. In the new box that appears, having copied the meeting link to your clipboard, paste the link here:

10. Click “Insert Link”.

11. In the Rich Content Editor, you will see the link to the Zoom meeting you created. Now, you can add more text around that meeting link so that your students understand meeting purpose and your expectations for them regarding their participation, as well as how it will or will not be graded.

12. When you have all Assignment details added including Due Date and number of points this Zoom meeting is worth in your course, scroll to the bottom of the Assignment page and click

Save & Publish

You have now created and published a Zoom class meeting that has been added to the calendars of all your students!

If, the answer is NO and you are not assigning points or a grade to this meeting, refer to these instructions

Create an Announcement in Canvas.

An Announcement allows you to share the meeting information, such as date, time, and your expectations for student participation.

In the body of your Announcement, paste the Zoom meeting link that you have copied to your computer clipboard.

When the Announcement is sent, students will have the link and can easily join the meeting however they receive the Announcement by clicking on the Zoom link.

Important note: If your meeting is a student's first Zoom meeting, they will need to respond to a permission question from Zoom before automatically joining the meeting.

A Zoom meeting allows you to:

Share your screen with your students

Know which students are participating in the meeting

Mute and unmute your students to keep participation flowing

Allow your students to share their screen

Use Breakout Rooms to promote student engagement through small group work and discussion