Tool Options for Faculty: In the event that campus is closed due to the Coronavirus.

1. **Course documents/content**: Provide students with course documents, content, calendar of due dates for assignments and timely announcements.
   a. Tool: **Canvas**
   b. Resources: CETL has a robust site on how to use Canvas. The Canvas community site also has a wealth of best practices for using Canvas, templates for courses and a large group of users who are happy to help their fellow community members.
      - CETL Canvas Faculty Resource page
      - Canvas Community
   c. Support: Canvas provides 24 hour support for faculty and students via phone or chat. Click the Help button in Canvas to live chat, or by phone (855) 745-4414.

2. **Meet with students**: Faculty have several options to meet with students for small to medium sized synchronous class sessions, group meetings or projects and virtual office hours. **Any recorded sessions will automatically be sent to Kaltura**.
   a. Tool: **WebEx**
   b. Resources: Below are a list of KB articles to help both faculty and students with getting started with WebEx and how to effectively use this tool as a virtual classroom. More information about WebEx can be found on the Video Tools page in the Canopy Portal.
      - Best practices for using WebEx for instruction/meetings
      - Hosting a WebEx meeting
      - Using your personal room
      - Setting up virtual office hours with your WebEx Personal Room in Canvas
      - Guide for students participating in a WebEx meeting
      - FAQ for using WebEx for instruction
   c. Support: Learning Technology Support can help both faculty and students with any issues they have with WebEx. Visit the IT@UC Get Help website or (513) 556-HELP (4357).

3. **Live instruction**: Faculty have the options to live stream their class from Echo360 equipped classrooms on campus to their students or create video content and upload it to Echo360 for students to watch later. A complete list of the classrooms that are equipped with live device capture can be found here.
   a. Tool: **Echo360**
   b. Resources: Getting started with Echo360 is easy. You will need to fill out the Activate Echo360 survey. Next you will receive an email when your Echo360 course is created and you will want to link your Echo360 course to your Canvas course. Students will view the live classes during the same time as they would be in class. More information about Echo360 can be found on the Video Tools page on the Canopy Portal.

Below are a list of help videos and KB articles to help both faculty and students with getting started and using Echo360.

- Echo360 online help videos for faculty
- Downloading Echo360 Universal Capture: Personal Capture
- Students: Getting Started with Echo360 guide

c. <u>Support</u>: Learning Technology Support can help both faculty and students with any issues they have with Echo360. Visit the IT@UC Get Help website or (513) 556-HELP (4357).

4. **Create short lecture video content**: Faculty have the ability to record content (i.e.…webpages, Word documents, PowerPoint presentations or software demos) with or without their webcams. Kaltura Capture is a recording software that can be downloaded and used to record short content videos and them upload them to My Media and insert them into course areas in Canvas.
   a. <u>Tool</u>: **Kaltura**
   b. <u>Resources</u>: Below are a list of KB articles to help both faculty and students with getting started with Kaltura. More information about Kaltura, My Media and Kaltura Capture can be found on the Video Tools page on the Canopy Portal.
      - Getting started with Kaltura Capture
      - Editing your video
      - Inserting your Kaltura video into a Canvas content area
      - Understanding video analytics
   c. <u>Support</u>: Learning Technology Support can help both faculty and students with any issues they have with Kaltura. Visit the IT@UC Get Help website or (513) 556-HELP (4357).