City College E-Learning Workshop Notes
Moving a lecture online

Participants

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Workshop Plan

- Discuss strategies we have used to move a lecture online. Compare our methods. Share some good ideas we can take back and try in our classes.

Discussion Notes:

- A good practice that several instructors are adopting is to record face-to-face lectures using WebEx and posting the links on D2L. Students can participate face-to-face, synchronously using WebEx, or asynchronously by watching the recording. Dawn can provide a Kimafun 2.4G Wireless Lapel Microphone so your voice is recorded as you use the smartboard. What you display on the screen and anything you write on the screen is also recorded. WebEx delivers a recording link with transcript. The video can be downloaded.
- Drawing tablets help provide the functionality of a whiteboard in a face-to-face class while online. Microsoft Paint 3D is free and packaged with Windows. I would share the Paint 3D image in WebEx and students could see what I was drawing as I described in over audio.

Wacom Intuos Drawing Tablet
10"x8" - $200 / 8"x6" - $80

- An iPad, Microsoft Surface, or similar touch screen device will work as a drawing tablet. I used a Microsoft Surface like a drawing tablet with good results. You can see what you are drawing on the screen right under the pen which is nice. Using the device as a second login to WebEx also worked well with one session on a desktop for webcam and audio and the second session for drawing sometime by sharing that screen. Best to set the device to only detect the pen for touch when drawing so you can rest your hand on the screen for better control of the pen.
- The TEIL (Technology Enhanced Integrated Learning) rooms in COB and Ed are options that facilitate group discussions. The rooms include cameras and monitors to share video. Still working on how to use for remote and Hyflex classes.
- A low-cost document camera pointed at a mini whiteboard on a desk is low cost solution to sharing student group work.

- Discussed low cost 3D camera options. Demonstrated the Process Plant Lab tour made with Ricoh Theta camera (https://theta360.com/en) and Marzipano (https://www.marzipano.net).
- Talked about the status of the remote conference room in the City College tech building. It is apparently being used for storage right now.
- We talked about the right way to move a course online or to a Hyflex mode. We recognize that there is a difference between an emergency move online and a long-term transition. The term "remote" is sometimes used to describe an emergency transition.

Follow Ups:
- Send Rob Massee background on 3D camera and 3D tours.