

Taking
tutorials
online

ACU LTC



**KEEP
CALM
AND
CARRY ON
LEARNING**

KeepCalmAndPosters.com

Today's tutorial

- **ILO for this tutorial:** ACU teachers will be able to design and deliver online tutorials that replicate the face to face learning experience in terms of student-centred and active learning of theoretical and conceptual material from lectures.

2 mins	Review lecture/pre-reading topics for tutorial - instructions re mobile phones?
5 mins	Check tools
5 mins	introductions on chat
10 mins	Group activity 1
5 mins	Group feedback
10 mins	Q & A
5 mins	break
10 mins	Activity 2
10 mins	Group feedback
10 mins	Q & A
10 mins questions	Questions – return to ILO. Relevance to assessment? Next week's lecture topic and pre-readings

Zoom

- Polling <https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>
- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- Non-verbal feedback <https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>
- Virtual background <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Sharing your screen <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Sharing your whiteboard <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
- Annotation <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- Transcript of meetings <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- Chat <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>
- Generating reports <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>
- Recording <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->

Zoom

- Go to <https://support.zoom.us> , use ACU staff email address
- Create a meeting
- Copy link and add to unit for students to join
- Recordings to cloud, backed up in echo360 or device saved to computer (upload to Kaltura or Echo360)
- Students can create free account use for student study groups (40 mins, 3 participants)
- Usage, reports are also available

Anna Gemmell

Anna Gemmell



Unmute



Start Video



Invite



Manage Participants



Polls



Share Screen



Chat



Record



Breakout Rooms



Reactions

End Meeting

Adobe Connect:

- Getting set up for Adobe Connect Connection meetings
https://staff.acu.edu.au/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides/tools/live_classrooms/making_sure_your_computer_is_ready_for_adobe_connect_meetings
- How to create an adobe connect activity in your LEO unit
https://staff.acu.edu.au/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides/tools/live_classrooms/how_to_create_an_adobe_connect_lti_activity/how_to_access_adobe_connect_lti_recordings
 - How to access recordings
https://staff.acu.edu.au/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides/tools/live_classrooms/how_to_create_an_adobe_connect_lti_activity/how_to_access_adobe_connect_lti_recordings
 - Student study rooms
https://staff.acu.edu.au/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides/tools/live_classrooms/how_to_create_an_adobe_connect_lti_activity/how_students_can_create_and_use_their_own_online_study_rooms
- Run an adobe connect session
https://staff.acu.edu.au/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides/tools/live_classrooms/starting_and_running_a_live_classroom_with_the_adobe_connect_lti_activity

Adobe Connect

- Add link to your unit via external link
- Students click to join and view recordings
- Able to add Office hours
- Student create and join their own study groups
- includes layouts, breakout rooms, sharing, chat ...

Share

- Manage Meeting Information
- Manage Access & Entry
- Change My Role
- Preferences...
- Audio Setup Wizard...
- Record Meeting...**
- Switch To Prepare Mode
- Enable Presenter Only Area
- Full Screen
- End Meeting...
- Exit Adobe Connect

Video

Start My Webcam

Attendees (1)



Breakout rooms

Active Speakers

Hosts (1)

Anna Gemmell

Presenters (0)

Participants (0)

Chat (Everyone)

Everyone



Share My Screen

Adobe Connect tutorials


Adobe Connect

Settings:  Change

Help: [User Guide](#) | [EduGame Cloud](#)

Course Meetings

Add Meeting

 Anna_blank_meeting

[Recordings](#) | [Reports](#)

Join



Office Hours

Add Meeting

Currently there are no meetings.

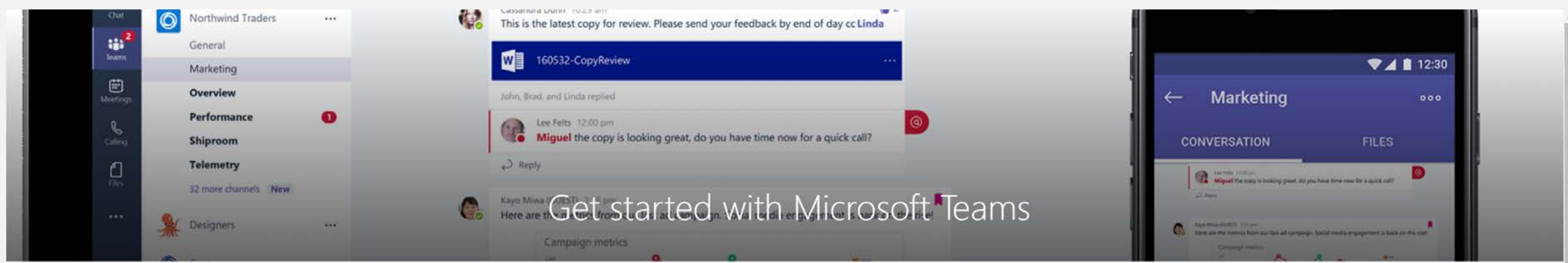
Study Groups

Add Meeting

Currently there are no meetings.

Teams

- Add calendar even to outlook
- Select join teams,
- Team meeting options
- copy link and add URL to your unit to
- Recording links sent via email
- To download and upload recording to Kaltura or Echo360, go to MS stream



Get started with Microsoft Teams

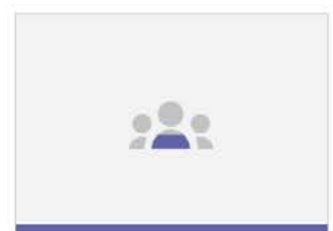
Home > Products > Microsoft Teams



Teams Quick Start
Learn how to create a Team, Use chat, Edit files at the same time, See likes, and Customize
For End User



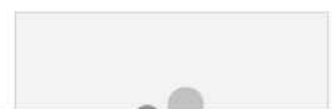
Work with posts and messages
Create and format a post to start a conversation in a channel
For End User



Intro to Microsoft Teams
Learn about Teams, Setting up a channel, Meetings, Calls, and other Activities
For End User



Upload and find files
Upload and find files in Teams
For End User



Set up and customize your team
Get up and running with Teams by learning how to create and manage public and private teams



Set up and attend live events
Teams live events enables you to produce events for large online audiences with more control over video, audience

Teams

