

Resources for Faculty

This document assists faculty in implementing the minimum required learning technologies for online course delivery in uploading lecture materials and emailing students regularly for continued engagement. The tools shared below will allow you to connect with learners remotely and flexibly.

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Getting Started with Blackboard

Blackboard is the C. T. Bauer College's Learning Management System. It is a website that lets instructors share course materials with students.

Accessing Your Course

Log in at [AccessUH on any computer](#) to access Blackboard and other UH systems tools with a single log in. You can also login using your **CougarNet ID** at <https://elearning.uh.edu/>

Always log in to your course on a laptop or desktop computer because smart devices and mobile apps have serious limitations for instructors' functions.

- On your computer use Firefox or Chrome browsers. Do not use Apple-Safari or MS-Edge or MS -Explorer.
- Update your browser: [Google Chrome](#), [Mozilla Firefox](#).

Uploading Course Materials

Your Blackboard course has default items built in that can expedite your work. One of these defaults allows you to add a wide range of course materials. Use this feature to add your lecture outlines, PowerPoint slides, PDFs, and more to assist your students in access your course materials.

The process of **Uploading Course Materials** is described below.

1. Log on to Blackboard.

- Go to elearning.uh.edu and log on using your CougarNet ID

Login Here

[Change Text Size](#) | [High Contrast Setting](#) | [Privacy and Terms of Use](#)

You are not logged in

Use of University of Houston and University of Houston-Victoria computing and networking facilities requires prior authorization. Unauthorized use is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. Users have no expectations of privacy except as otherwise provided by applicable privacy laws. A complete manual of security policies and procedures is available for UH students at <http://www.uh.edu/infotech>. UHV students can review the security policies and procedures available at <http://www.uhv.edu/fin/policy/gg-2.aspx>. Enter your username and password.

USERNAME

PASSWORD

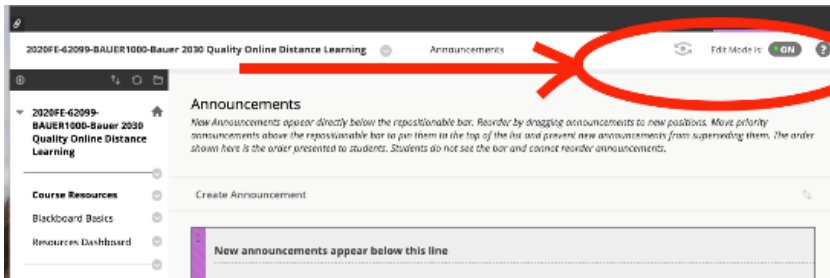
2. Go to your course

- Find your course on the course list

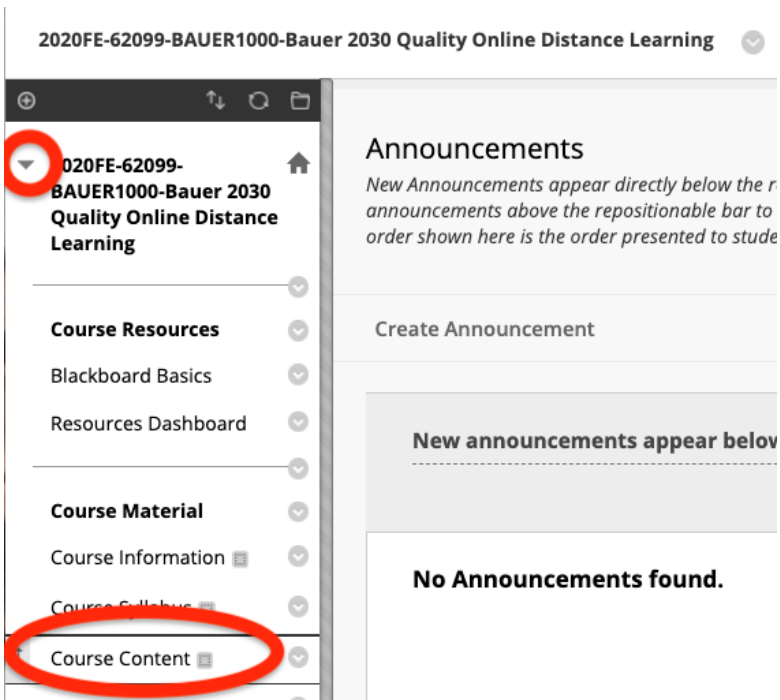


3. Add material to your course

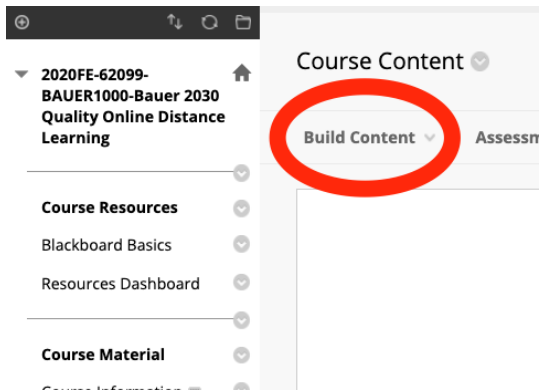
- Make sure "Edit Mode is ON"



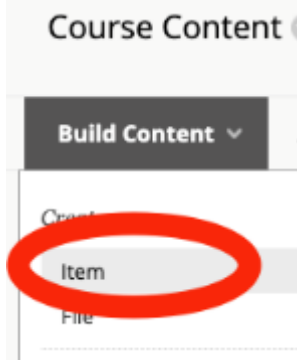
4. Click "Course Contents"



5. Click "Build Content"

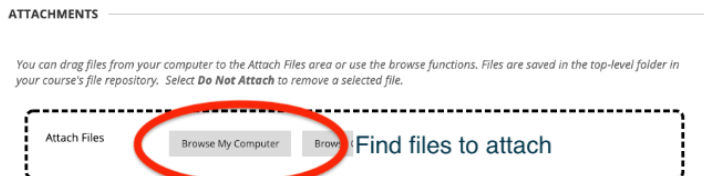
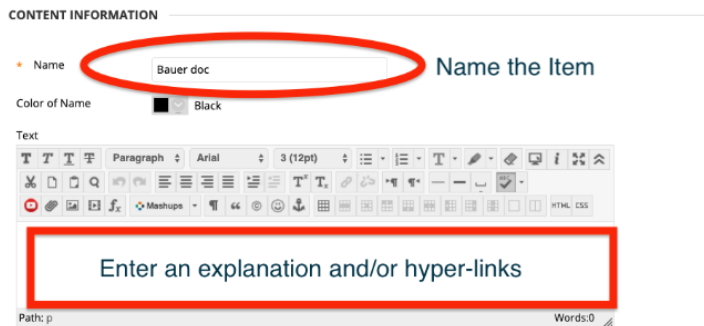


6. Select "Item"

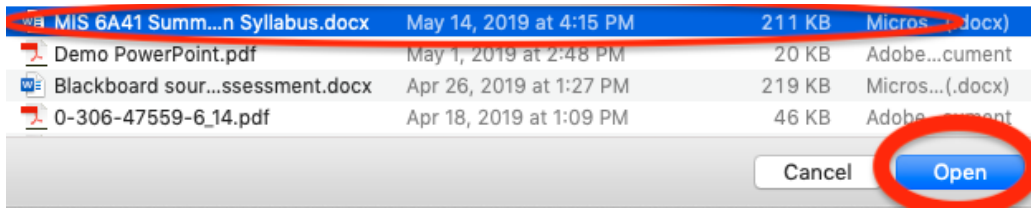


7. Name the content, add if necessary, add text using the Blackboard word editor and attach your files.

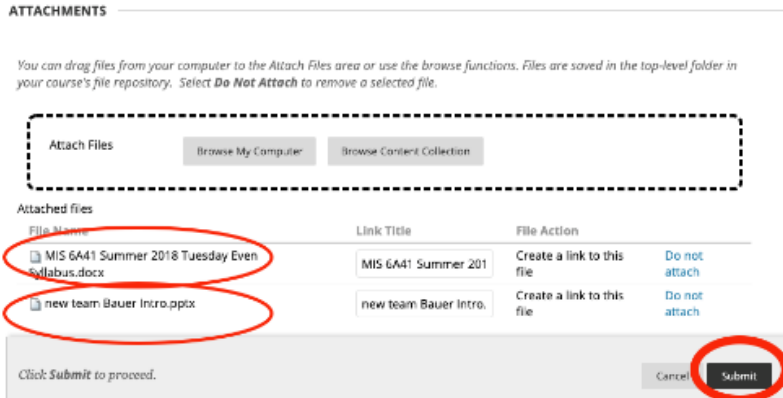
- You can attach PDF, PowerPoint, Word, Excel, R Starts, SPSS, or image files.



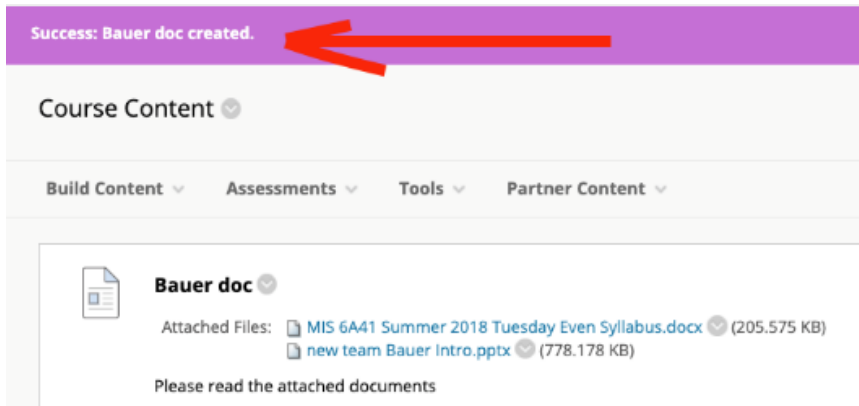
8. Browse for your file, select the file and click “Open”



9. Repeat the procedure until you finish attaching files and click “Submit”



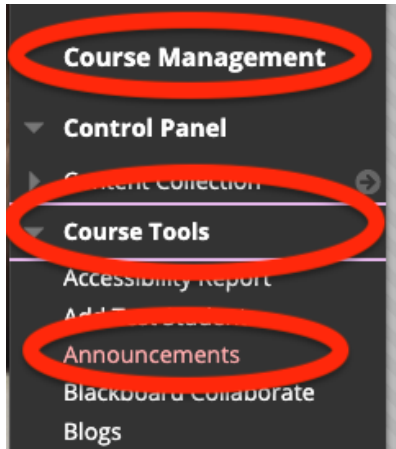
10. Your new item was created and the files you uploaded are ready for students to download you can instruct your students to go to your “course contents” to download the files.



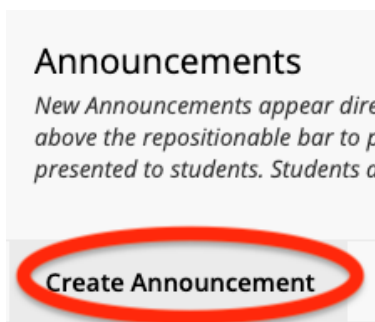
Create an Announcement or Send an Email

Update your students regularly and notify them of the materials uploaded to Blackboard.

1. In your Blackboard course, go to **“Course Management”**, Click **“Course Tools”** and select **Announcements**



2. Click **“Create announcement”**



CONTINUED ON NEXT PAGE

3. Add a subject to the announcement, add the message of the announcement, and check to send a copy to the students' email

ANNOUNCEMENT INFORMATION

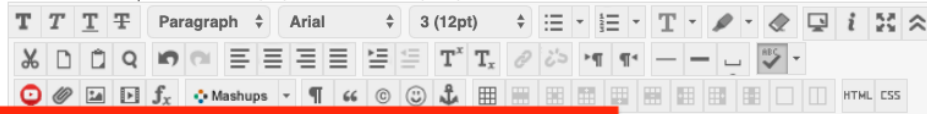
* Subject

New files uploaded

Black

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please see your content folder for new files to download and read

Path: p

Words:12

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

Recording and Sharing Lecture Videos, Talking to Your Students Live

Faculty may use Zoom, Skype for Business or Blackboard Collaborate to communicate with students live or to create recordings to share with them later. In order to broadcast a lecture live, conduct an online meeting with your students, or create a lecture recording, you will need a web cam and earphones or earbuds. Most new laptops have built in web cams and microphones.

- Blackboard Collaborate
- Skype for Business
- Zoom

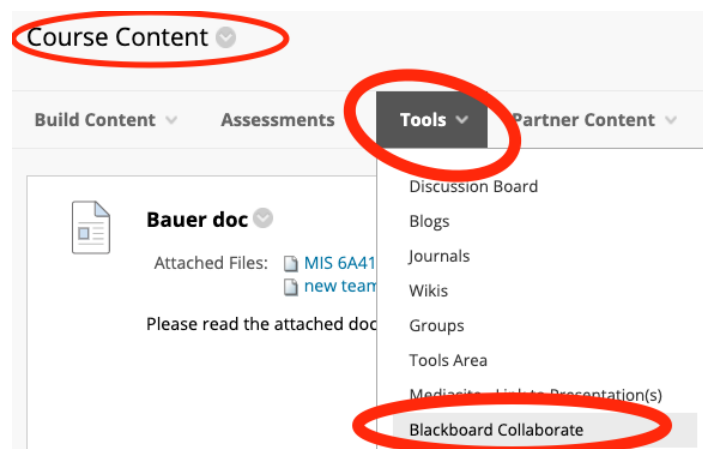
Blackboard Collaborate

Blackboard Collaborate is a tool within Blackboard that helps instructors create virtual classrooms and meeting spaces that reach more students.

- [Getting Started, Orientation Video](#)
- [Tutorials for Instructors](#)
- [Instructional Strategies](#)
- Much more at the [Instruction@UH Knowledge Base](#)

Blackboard Collaborate Steps

1. Go to “Course Contents”, “Tools”, the selects “Collaborate”



2. Set up
 - a. Activate sound
 - b. Activate web camera
 - c. Start recording
 - d. Annotate or load contents



CONTINUED ON NEXT PAGE

3. Your recordings: go to Course contents/Tools/Collaborate, Click "Recordings"

Blackboard Collaborate

2020FE-62099-BAUER1000-...
Join Room

Schedule a Session
Create Session

Edit Room Add Link to Course Invite Guests Defaults

SCHEDULED SESSIONS **RECORDINGS**

Search Start Date 03/09/2020 End Date 03/15/2020 Go

4. Click on the recording to play it.

SCHEDULED SESSIONS **RECORDINGS**

Search Start Date 03/03/2020 End Date 03/09/2020 Go

TITLE	DATE & TIME	DURATION	VERSION	BLACKBOARD COLLABORATE	AUDIO	VIDEO (MP4)
2020FE-62099-BAUER1000-Bauer 2030 Quality Online Distance Learning Room	Monday, March 9, 2020 9:16:26 PM CDT	0:07:41	12.6		Convert	Convert

Skype for Business

Skype for Business is a professional business communications tool that offers chat, voice, and video conferencing. In the case of Skype for business use your CougarNet ID, not your Bauer ID to login, please contact Bauer IT for help as needed.

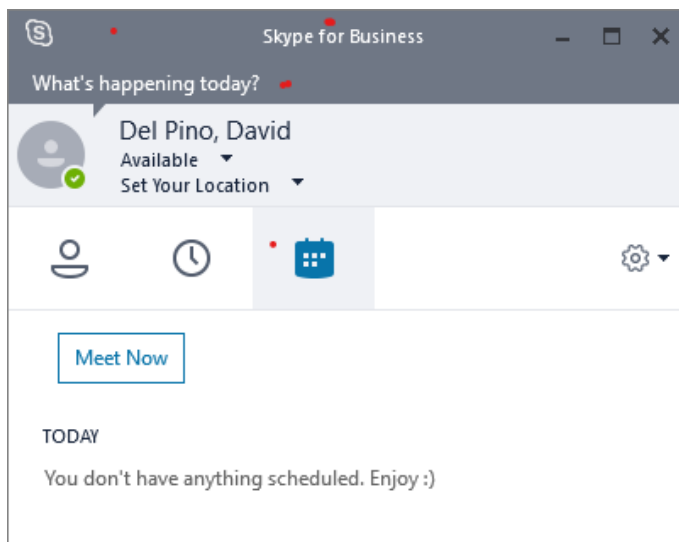
- Access Skype on the web.
- Download Skype for Windows, iOS, Android.
- Record and play back a Skype for Business meeting

Skype Session Steps

1. Go to Access.UH.edu and log on with your CougarNet and go to “University Services” and click “Software Download”
2. Scroll down to “Office Applications” and Click Skype to download
3. Go to your download folder and click to install
4. Once Skype for business is installed log on to Skype for Business using your CougarNet. **Do not use your Bauer logon.**

To Start a meeting Windows PC

5. On Skype for Business click on the calendar icon, then click “Meet now”



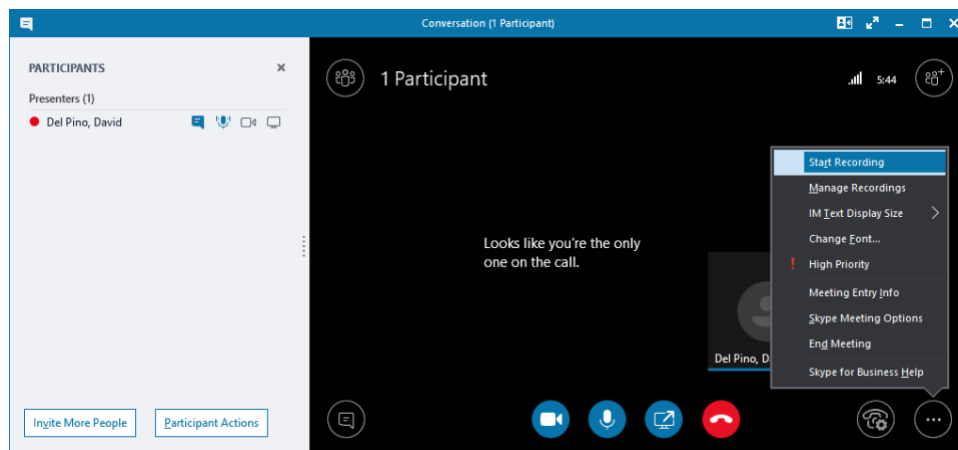
6. On the Join Meeting Audio dialog box, select “Use Skype for business (full audio and video experience)” and click OK

URL to invite others to the meeting

7. To invite students to join: On the lower right meeting window click on the icon with three dots and select “Meeting Entry Info”, and click “Copy all info”, paste the meeting link to the body of the email or blackboard announcement and wait for your students to join.

To Record your meeting

8. On the tree dots icon click “Start Recording”



9. The pause and stop recording button will appear



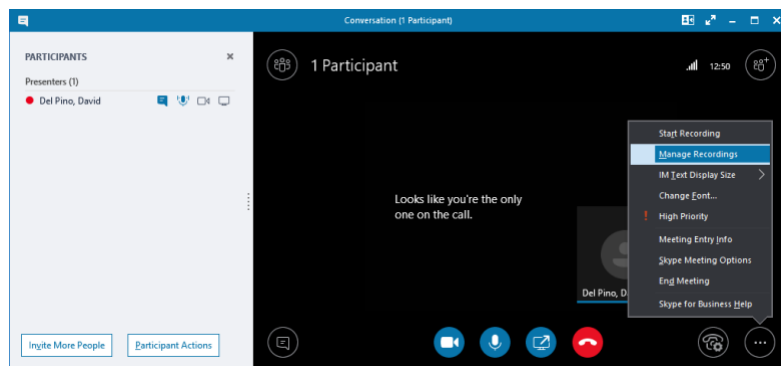
10. The lower controls: left to right: Start/stop webcam video, Mute/unmute microphone, “share your screen” and the tree dots button with the “Stop Sharing” the screen,” add attachments”, “End Meeting” and “Show Meeting Info”

11. Click Share Screen, on the dialog box select the screen you want to share

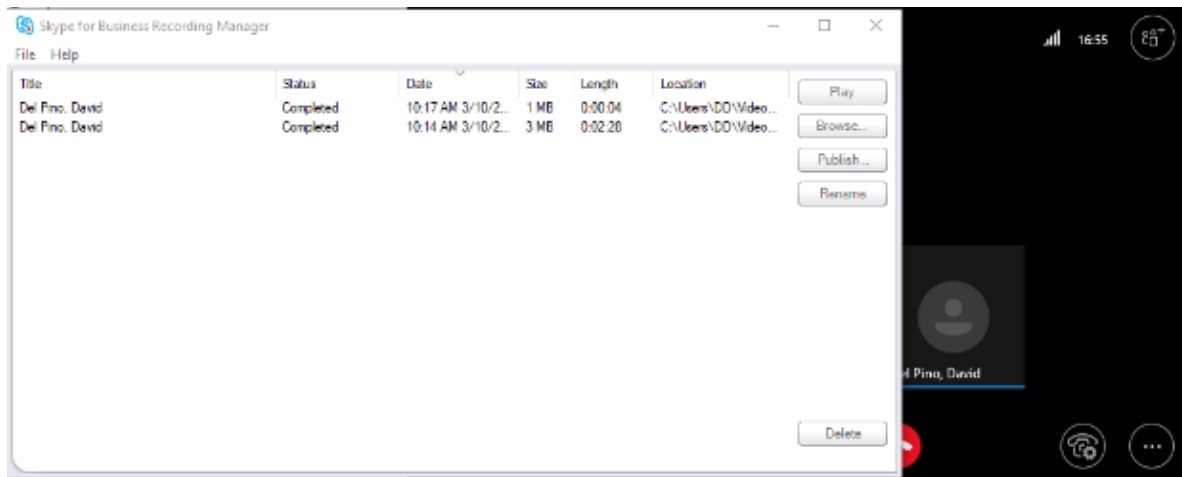
12. To stop sharing click “stop sharing” on the top of your screen”

To view and manage the recordings

13. Click on the three dots button and select manage recordings



Your recording will be stored at your computer



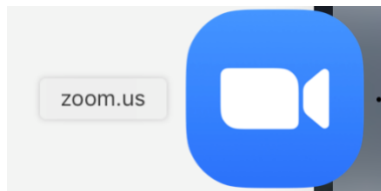
Zoom

Zoom is a video conferencing tool that helps instructors connect with individuals and groups. [Learn about Zoom.](#)

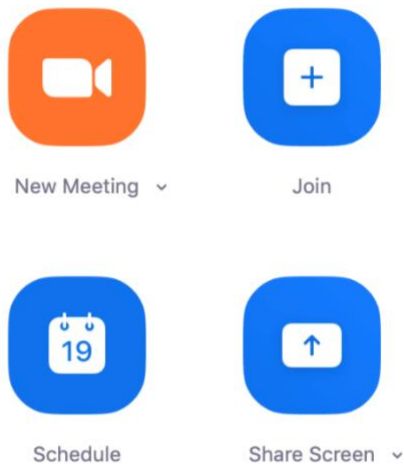
- Access Zoom on a [desktop/laptop/tablet browser](#) such as Chrome, Safari, Edge.
- Download the Zoom App on an [Apple Device](#), on an [Android Device](#).
- Much more at the Instruction@UH [Knowledge Base](#)
http://www.instruction.uh.edu/knowledgebase_category/zoom/

Zoom Session Process

1. Download and create an account (here are the steps:
http://www.instruction.uh.edu/knowledgebase_category/zoom/)
2. A free account will have a limit of 40 minutes per session, for unlimited sessions you can get a license via your Bauer Department.
3. Once you install Zoom, click on the icon



4. Click new meeting (orange button)



5. Click invite participants
6. Click "Copy invitation"
7. Paste the invitation on the announcement or email to your students

The following are the contents of a Zoom invitation:

Join Zoom Meeting

<https://zoom.us/j/286419938>

Meeting ID: 286 419 938

One tap mobile

+16699006833,,286419938# US (San Jose)

+16468769923,,286419938# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

Meeting ID: 286 419 938

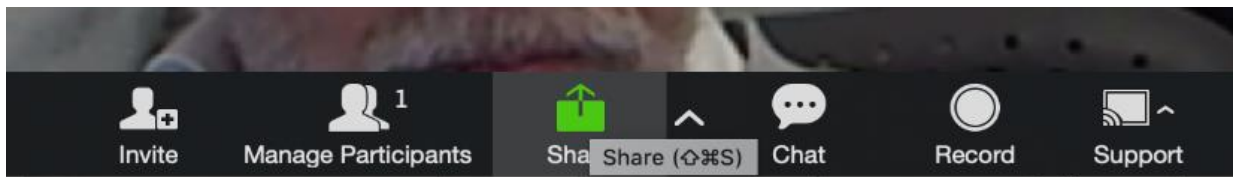
Find your local number:

<https://zoom.us/u/abrEmEblzi>

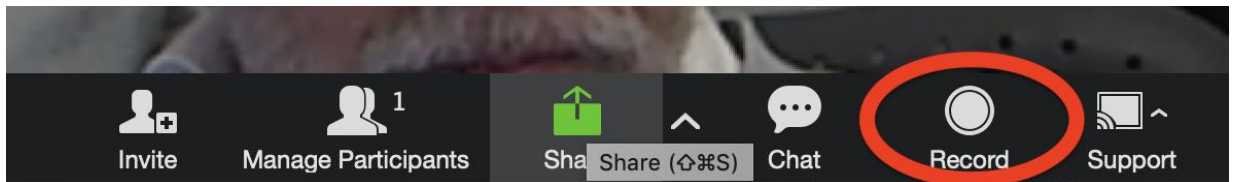
Join by Skype for Business

<https://zoom.us/skype/286419938>

8. Click on the green icon in the lower middle of the windows

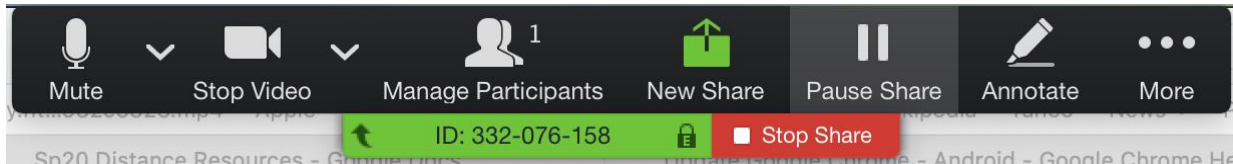


9. To start recording click the recording icon



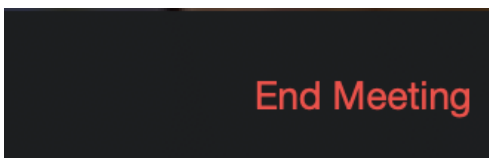
10. While sharing your screen and recording hover over to stop recording, sharing your screen and annotate your screen.

If you annotate make sure your strokes are intentional and clear






11. End the meeting

At the lower right of the Zoom meeting window you can end the meeting



At the end of the meeting your recording will be saved on your computer, 3 files per session, a sound only file, an xml files and the complete video file, you will recognize it because of the .MP4 extension.

Name	^	Date Modified
 audio_only.m4a		Today at 10:58 AM
 playback.m3u		Today at 10:58 AM
 zoom_0.mp4		Today at 10:58 AM

Tips for Broadcasting a Live Lecture

1. Set up the equipment before the scheduled time so you will have time to test the system and resolve any issues before the meeting.
2. Use earbuds to avoid feedback noise between mic and speakers.
3. Ensure that the camera is angled and focused appropriately, avoid wearing vertical lines and strong lights behind you.
4. Mimic maintaining eye contact by looking at the web camera.
5. Speak in a normal voice and guide the students on how you need them to participate. Use natural gestures when you speak and mute your microphone when not speaking.
6. Hang up the call when you depart or at the conclusion of the conference.

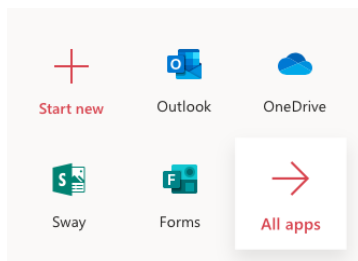
Publishing Your Recording to Blackboard

Blackboard Collaborate

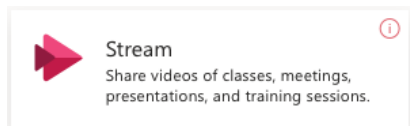
Publishing your recordings is noted on Page 8 at the end of the recording process description at that section of this document.

Skype for Business and Zoom

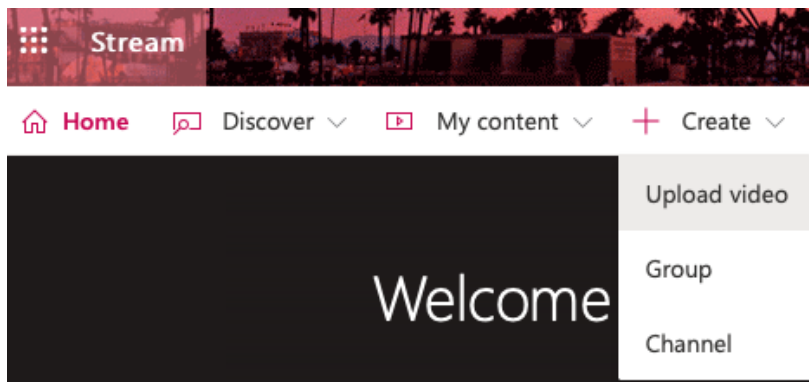
1. Go to MS Office 365, Log on using your COugarNet ID, do not use the bauer ID
2. Click on all apps



3. Click "Microsoft Stream"



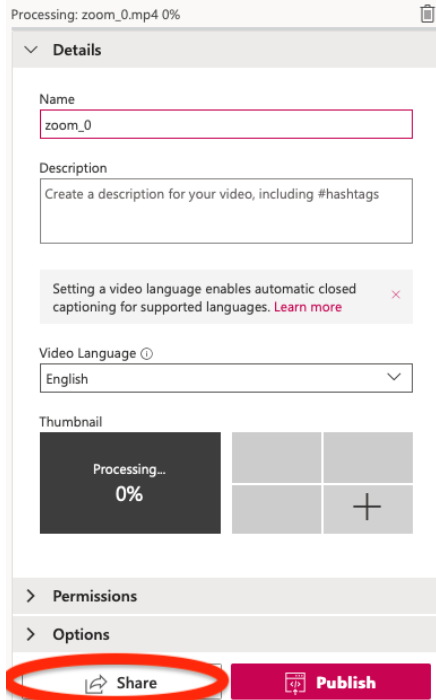
4. Click "Create" and select "Upload Video"



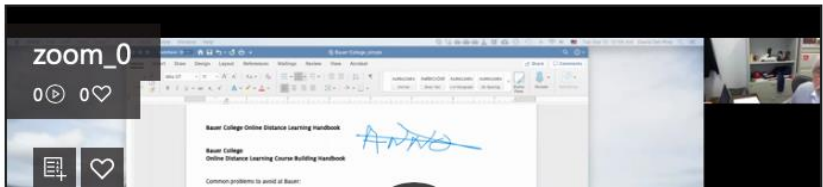
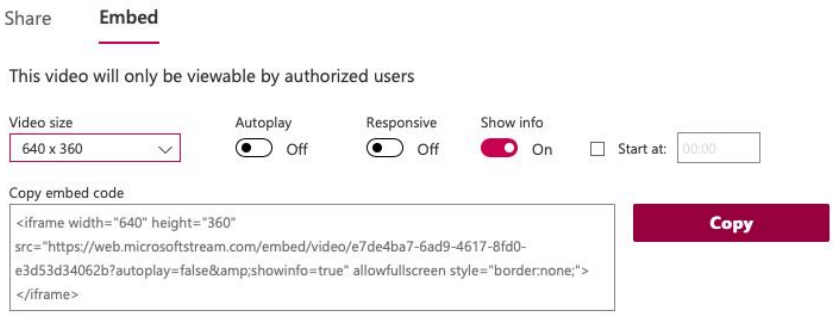
5. Drag or Browse your Skype or Zoom file



6. Select your Zoom or Skype file and click “Share”



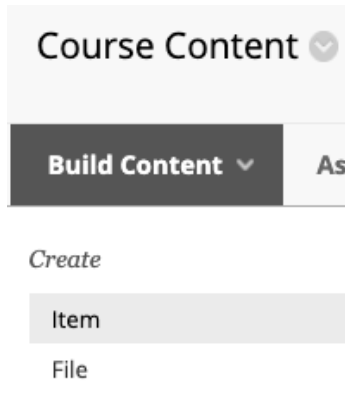
7. Go to the embed tab and copy the embed code



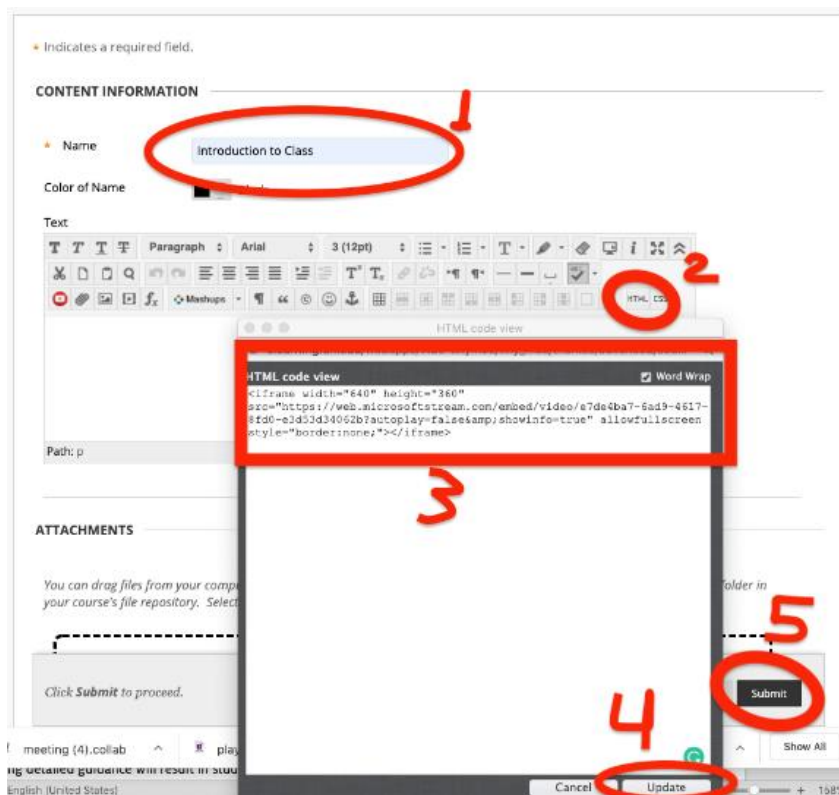
Adding Your Content on Blackboard

Go to Blackboard Course Content

1. Click "Build Content" and select "Item"



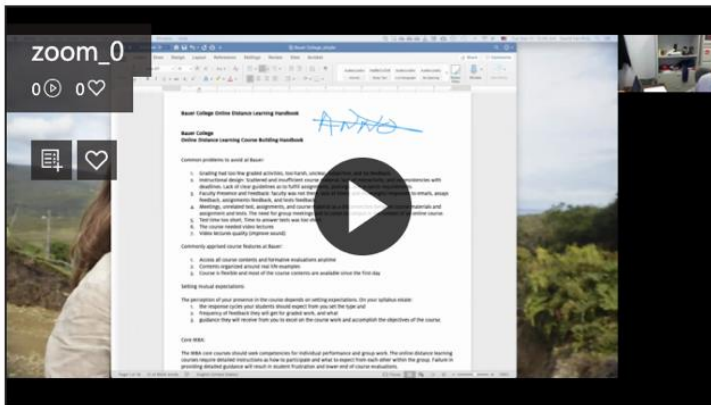
2. 1 - Name the Item, 2 - Click HTML and 3 - on the HTML pop up window paste the MS Stream Embedding code, 4 - click "Update", 5 - click "Submit".



3. Your video is ready for viewing on your Blackboard Course/Course Content:



Introduction to Class



Tips for Recording a Lecture

1. Find a room or space that has no echo and background noise.
2. Make sure your presentation materials are open on your screen ready to share with students.
3. Select a bigger and more contrasting mouse pointer or cursor (How-to on [Windows](#), [Mac](#)).
4. Move your pointer or cursor slowly and with intent as a laser pointer.
5. If you annotate, use a thick line (How-to on [Windows](#)).
6. Describe your pointing and annotation to guide visually impaired students and make your speech as clear and self-contained as possible. Avoid using unspecific words like “up there”, “thing” or “stuff”.
7. Recommend your students to join online but to use Firefox or Chrome browsers, and not use Apple-Safari or MS-Edge or MS -Explorer.
8. The Resources for Students page has “Tips for a good web conferencing experience (Zoom, Skype for Business or Collaborate)” for students, you may share these with them.