Join the Conversation

#edtech
@xulacat

Please note: This session is being recorded.
Prerequisites

• Attend one of the Intro to Brightspace training sessions

OR

• Familiar with the navigating in the Brightspace Learning Environment
Agenda

- Virtual Classrooms
- Virtual Office Hours
- Video Assignments
Readiness

• Prior to joining a YouSeeU session
  – Review basic system requirements
• For participants first session
  – Participants Orientation
Virtual Classrooms
Understanding the Interface

EXPAND SECTIONS
Click icons to expand sections for participants list with access to chat and shared webcams

OPEN SETTINGS
Click to access settings including captioning and user controls

PRESENTER CONTENT
Presenter’s whiteboard content and desktop sharing appears here

MANAGE YOUR PARTICIPATION
Use these buttons to control your connections to the session

Please note: This session is being recorded.
Session Indicators

Recording

Connection Speed

Your connection speed is currently good

45.13 Mbps

Refresh

Please note: This session is being recorded.
Session Tools

Mute  Leave audio  Share webcam  Share desktop  Enable drawing  Status

Please note: This session is being recorded.
Asking Questions

Use the Chat feature.

Click on the chat icon to expand the Chat section and type your message, then press enter or return on your keyboard.
1) Expand the Participants Section, 2) Click on participants name, 3) Click on Chat and enter your private message.

Note: Moderators do not see private messages.
Session Controls - Settings

Please note: This session is being recorded.
Asking Questions

Please raise your hand if you have a question.
Asking Questions

Use your Audio.

1) **Turn your microphone on** by clicking once on the microphone button and then speak into your microphone.

2) When you are finished speaking click the microphone button once more to **turn your microphone off**.

Please note: This session is being recorded.
Introductions

Mute/Unmute Microphone

Expand Video Section

Start/Stop Video Transmissions

Please note: This session is being recorded.
Annotation Tools

- Move and Resize
- Pen
- Shapes
- Line
- Text Box
- Clear
- Undo
- Change Properties

Please note: This session is being recorded.
Upload a Presentation

Please note: This session is being recorded.
### Upload a Presentation (continued)

#### Add files to your presentation

Click here (or drop file) for uploading

<table>
<thead>
<tr>
<th>Presentation name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>default.pdf</td>
<td>Show</td>
</tr>
<tr>
<td>Bandaging a burn.pptx</td>
<td>Show</td>
</tr>
<tr>
<td>Cell Phone Marketing.pptx</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>Show</td>
</tr>
</tbody>
</table>

Please note: This session is being recorded.
Switching between presentation and whiteboard
Taking a Poll

Please note: This session is being recorded.
Display Poll Results

Live poll results

Yes: 0%
No: 0%

Publish
Back

Close

Please note: This session is being recorded.
Hyperlinks

- Not clickable in the Chat during virtual session
- Are clickable in the recordings
Virtual Classroom Uses

- Meet virtually with your classes
- Virtual office hours
- Study sessions
- Oral exams
- Student presentations
- Create and record multi-media lectures
- Invite guest speakers to your class virtually
- Virtual meetings
Schedule Virtual Meeting
## Schedule Meeting

### Class Meetings

<table>
<thead>
<tr>
<th>Scheduled Meeting Name</th>
<th>Scheduled Start Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No sync meetings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recorded Meeting Name

<table>
<thead>
<tr>
<th>Recorded Meeting Name</th>
<th>Actual Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>7/03/2017, 1:30 pm EDT</td>
<td>7/03/2017, 1:55 pm EDT</td>
<td>03:04</td>
<td></td>
</tr>
</tbody>
</table>

Please note: This session is being recorded.
Please note that maximum possible amount of users in this meeting is 150

Name: Live Lecture
Date: 08/07/2017 10am : 00 EDT
(Max: 7/27/2017, 5:15 pm EDT - Max: 12/31/2017, 1:00 am EST)

Max duration: 60
Record: ✔
Automatic link to recording: ✔
Allow external participants: ✔
Whole class: ✔

Repeating: Not repeating

Cancel  Save

Please note: This session is being recorded.
## Class Meetings

<table>
<thead>
<tr>
<th>Scheduled Meeting Name</th>
<th>Scheduled Start Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 3 Meeting</td>
<td>8/14/2017, 5:00 pm EDT</td>
<td></td>
</tr>
<tr>
<td>Live Lecture (3)</td>
<td>8/14/2017, 4:00 pm EDT</td>
<td></td>
</tr>
<tr>
<td>Group 2 Meeting</td>
<td>8/07/2017, 5:00 pm EDT</td>
<td></td>
</tr>
<tr>
<td>Live Lecture (2)</td>
<td>8/07/2017, 4:00 pm EDT</td>
<td></td>
</tr>
<tr>
<td>Group 1 Meeting</td>
<td>7/31/2017, 5:00 pm EDT</td>
<td></td>
</tr>
<tr>
<td>Live Lecture (1)</td>
<td>7/31/2017, 4:00 pm EDT</td>
<td></td>
</tr>
</tbody>
</table>

Please note: This session is being recorded.
# Class Meetings

<table>
<thead>
<tr>
<th>Scheduled Meeting Name</th>
<th>Scheduled Start Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Classroom and Video Assignments Workshop</td>
<td>12/05/2017, 2:00 pm CST</td>
<td></td>
</tr>
</tbody>
</table>

**How do I use this?**

**Schedule meeting**

- **Edit**
- **Delete**

Please note: This session is being recorded.
Add Link in a Module

Virtual Classroom

Add dates and restrictions...
Add a description...

Upload / Create
Existing Activities
Bulk Edit

- Virtual Classroom and...
  - External Learning Tool

Add a sub-module...

- Assignments
- Chat
- Checklist
- Discussions
- Self Assessments
- Surveys
- Video Assignments

Virtual Classroom

Please note: This session is being recorded.
Add Link in a Module (continued)

Class Meetings

- Virtual Classroom and Video Assignments Workshop
  Scheduled Start Time: 12/05/2017, 2:00 pm CST

- Office Hours
  Scheduled Start Time: 12/04/2017, 1:10 pm CST

- New Office Hours
  Scheduled Start Time: 12/03/2017, 6:38 pm CST

Schedule meeting
Student’s View

Virtual Classroom

Virtual Classroom and Video Assignments Workshop

External Learning Tool

Please note: This session is being recorded.
Meeting Lobby Page

Moderator: A1 ysu

Invite link: https://staging.youseeu.com-sync-activity-invite/3038/912a70f049a1b98460269c2e04f686b7?lti-scope=d2l-resource-syncmeeting-list

Starting Time: July 31, 2017 at 4:00PM EDT

This meeting has a maximum duration of 1 hour from the starting time.

Quick Tips

• Use a laptop or desktop computer, tablets and mobile devices do not support all the features. Chrome and Firefox are the supported browsers.
• Use headphones instead of speakers to prevent voice echo.
• The Enter Meeting Room button will activate when it's time to start your meeting, refresh your screen when it is time to start.

Session Management

Audio and Video

Recording

Participation

Your meeting starts in 2 hours 11 minutes

Enter Meeting Room  Enter Meeting Room (Flash)

Please note: This session is being recorded.
## Virtual Classroom Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Freemium</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice and video conferencing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Maximum # of participants</td>
<td>100</td>
<td>150</td>
</tr>
<tr>
<td># simultaneous webcams enabled</td>
<td>Up to 7</td>
<td>Up to 7</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Document and desktop sharing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Live chat</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Live closed captioning</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>VoIP-based audio</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Breakout rooms</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Phone bridge</td>
<td>✓ (for instructors)</td>
<td>✓ (for everyone)</td>
</tr>
<tr>
<td>Session recording</td>
<td>Up to 4 months</td>
<td>Unlimited</td>
</tr>
<tr>
<td># of sessions</td>
<td>250 / week</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Maximum session duration</td>
<td>90 minutes</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

Please note: This session is being recorded.
• Cloud-based video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform.
• XULA’s alternative to YouSeeU
Zoom Accounts

• Available for faculty whose needs are not met with the YouSeeU Virtual Classroom Freemium version

• Contact Yamlak Tsega (ytsega@xula.edu) to request a Zoom account
Video Assignments

Use video to assess and coach learners’ skill development.

Please note: This session is being recorded.
Video Assignments Tool

• Structured video assessments to evaluate learners on speeches, presentations, etc.
• Allow learners to practice, record, and submit video-based assessments
• Add time-stamped comments and coaching, or peer-to-peer feedback
• Record, upload, and grade video assessments without leaving Brightspace
## Video Assignments Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Freemium</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Presentation: Evaluate oral presentations, communication skills, and more.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Time-stamped instructor and peer feedback</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Storage of submitted video assignments</td>
<td>12 months</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use of rubrics to evaluate video assignments</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Additional assessment types:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q&amp;A: Capture unrehearsed responses to questions</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Group Project: Evaluate individual contributions</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Conversations: Replicate spontaneous scenarios</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Video Case Response: Coach learners through role-play</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Sync Activity: Facilitate learner-led interviews with peers or subject matter experts</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>In-Class: Collect and evaluate peer feedback on live, in-class presentations</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Please note: This session is being recorded.
Create Video Assignment
# Create a Video Assignment

## Video Assignments

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Intro</td>
<td>12/31/2016, 12:00 am MST</td>
<td></td>
</tr>
<tr>
<td>Intro</td>
<td>12/31/2016, 12:00 am MST</td>
<td></td>
</tr>
<tr>
<td>test221</td>
<td>12/31/2017, 5:00 pm MST</td>
<td></td>
</tr>
<tr>
<td>test23</td>
<td>7/01/2029, 5:00 pm MDT</td>
<td></td>
</tr>
<tr>
<td>ind_vid</td>
<td>7/06/2029, 12:00 pm MDT</td>
<td></td>
</tr>
<tr>
<td>asdf</td>
<td>12/31/2029, 5:00 pm MST</td>
<td></td>
</tr>
<tr>
<td>test ff</td>
<td>12/31/2029, 5:00 pm MST</td>
<td></td>
</tr>
<tr>
<td>vid assignment 2</td>
<td>12/31/2029, 5:00 pm MST</td>
<td></td>
</tr>
</tbody>
</table>

[Create Assignment]  [Synchronize Assignments]
Create a Video Assignment
(continued)

Create Assignment

Name

Save & Continue  Cancel

Create Assignment

Name: Elevator Pitch

Activity Configuration, Participants, and Instructions

Instructions

Overview video  No Video

+ Add video

Save & Continue  Cancel

Please note: This session is being recorded.
Create a Video Assignment (continued)

Create Assignment

Name  Elevator Pitch

Instructions  Add text instructions to explain the activity to your students

Description  Record a 30-60 second condensed speech using concise and powerful language to sell your product to a potential customer.

Overview video  No Video

Select Evaluation & Feedback Options

Grade settings
- Educator Ratings
- Grade Entry
- Pass/Fail
- Completed/Not Completed

Peer review

Dates

Activity Due:  12/31/2029  5pm  : 00  MST
(min: 12/31/2015, 5:00 pm MST - max: 12/31/2029, 5:00 pm MST)

Save  Cancel
# Video Assignments

## How do I use this?

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Assignment Practice 1</td>
<td>12/07/2017, 3:45 pm CST</td>
<td></td>
</tr>
<tr>
<td>Video Assignment Practice 2</td>
<td>12/08/2017, 12:45 pm CST</td>
<td></td>
</tr>
</tbody>
</table>

- **Create Assignment**
- **Synchronize Assignments**
- **Edit**
- **Gradebook**
- **Copy**
- **Delete**
Add Link in a Module

Please note: This session is being recorded.
Add Link in a Module
(continued)
Associate with Grade Item
Restrictions

Video Assignment Practice 1

Grade submissions
Activity name: Video Assignment Practice 1

<table>
<thead>
<tr>
<th>Name</th>
<th>Feedback</th>
<th>Student Rating</th>
<th>Grade</th>
<th>SyncComments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Student Frank</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Senegal-DeJur Shalene</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Download comments report
Manage Students

Activity Details

Required: Automatic
View this topic to complete the activity

Start Date: Dec 7, 2017 2:20 PM
Due Date: Add due date...
End Date: Dec 7, 2017 4:00 PM

Release Conditions
Create
Browse

Update
Cancel

Please note: This session is being recorded.
Student’s view when accessing video assignment in a Module

Virtual Classroom

Video Assignment Practice 1

Starts Dec 7, 2017 2:20 PM  Ends Dec 7, 2017 4:00 PM
Submit Video Assignment

Verify audio/video sources

Please note: This session is being recorded.
Submit Video Assignment (continued)

Please note: This session is being recorded.
Submit Video Assignment (continued)

Testing Video Assignments 3
Due: December 6, 2017, 6:00 PM

Instructions
Considering what you know about video assignments, do you think you will use this tool in your courses?

How do I use this?
Your video file is now processing. Please reload or return in 5-15 minutes to review your processed video.

Please note: This session is being recorded.
Brightspace Training Courses

**Student’s Perspective**

**Instructor’s Perspective**

Brightspace Instructor Training

“Sandbox-username”

Please note: This session is being recorded.
Hands-on Activity

Your Assignment: In the Brightspace Instructor Training course, complete the Video Assignment Practice assignment.

(Note: A link to assignment can be found in the calendar and in “Workshop Hands-on Activities” Module in the Content Area.)

Change your status to “Thumbs Up” when you have finished the assignment.
Virtual Classrooms
Tips and Takeaways

Preparing:

– Content:
  • Use visuals whenever possible, especially for complex processes or procedures
  • Background templates should be simple and avoid gradient colors on the background
  • Load presentations in PDF format to preserve formatting

– Support during Session:
  • Identify a participant to be the “Voice of the Chat” and another to be the “Producer”
Virtual Classrooms
Tips and Takeaways

Kickoff Session on the Right Foot:

– Welcome the participants
– Recordings
  • Tell Participants before beginning the recording
  • Include a “Session is being recorded” footnote on slides
– For the first session
  • Do a quick introduction to the system and point out items participants will need to know
    – (chat, raise hand, step away, polling, etc.)
– Identify how participants should ask questions
Virtual Classrooms
Tips and Takeaways

Throughout the session:

– Use Polling Tool to engage your audience
– Use the Whiteboard Pointer to point to items on your content
– Ask questions which provide opportunity for interaction
– Scan the entire screen – watching for indicators that participants are having trouble

Please note: This session is being recorded.
Troubleshoot Audio Problems

Leave audio and rejoin
Virtual Classrooms Tips and Takeaways

At the end:

– Stop the recording
– Make sure everyone has exited, remember you can “Kick” users out
Effective Practices

• Create a link to virtual classrooms and video assignments inside of a module or sub module

• Include text and video instructions to explain the assignment activity for your Video Assignments

• Associate video assignments with Grade items
Practical Applications for Teaching and Learning

Word Cloud
Training & Help for Students

• Please point your students to help resources
  – Student Resources
    In the NavBar on main landing page
  – CAT FooD
    cat.xula.edu/food
  – D2L’s Documentation
    documentation.brightspace.com
  – 24/7 End-user Support
    Email
    Live Chat
Instructional Continuity

The threat of disasters is real...

- Pandemic
- Fires
- Medical Emergency
- Tornados
- Icey Roads
- Hurricanes

http://xulacat.wikispaces.com/Instructional+Continuity

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Next Steps

• Sign up for Brightspace training
• Setup your profile, notifications, and account settings
• Experiment and explore Brightspace features and functions
• Migrate course or build course from scratch
Master Course Shells

• Faculty can:
  – Build a new course
  – Build out your course before the actual courses are made available for the upcoming semester

• Fill out request form
Import/Export/Copy Components

• You DO NOT have to build your courses from scratch each semester.
Help Resources

• CAT FooD
  cat.xula.edu/food
• D2L’s Documentation
  documentation.brightspace.com
• D2L’s Community
  community.brightspace.com
• 24/7 End-user Support
  Email
  Live Chat
Product Ideas Exchange (PIE)

• Submit new ideas for product changes
• Vote on existing ideas

• Goto community.brightspace.com and click on Products Ideas Exchange link
Additional Resources

• One-to-one help through CAT+
  Appointment: jflorent.youcanbook.me
  Email: jflorent@xula.edu
  Phone: ext. 7418

• CAT+ training sessions
  [link]

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Brightspace Faculty Share Showcase

Coming soon to the Orange Room

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Follow CAT+FD

@xulacat
Photo Credit

• No Internet by Marcelo Graciolli
• Help by Neal Sanche
Questions