LfA Classroom Tips: Accompanying Resource List for Video

This guide provides the tips and list of resources to go with the “Teaching Tips” video.

Tip 1: Familiarize yourself with the room:
- Learn about the tech and set-up in the room, including what the seating will look like.
- If you have a student moderator for your class, they will be able to help you with technology set-up.

Resources for Tip 1:
- To find information about your classroom, including the de-densified plan: http://www.bu.edu/classrooms/find-a-classroom/
- For general help from Learning and Events Technology Services (LETS), including what kind of adapter you might need for your class: http://www.bu.edu/classrooms/tech-support/about/contact-us/
- To find videos that introduce you to technology in the classrooms on Charles River and Fenway campuses: https://www.bu.edu/classrooms/tech-support/faqs/
- For additional videos from EdTech that explain how to set up the technology in the classrooms on Charles River and Fenway campuses: https://digital.bu.edu/lfaclassroom-tech-videos/
- For video tutorials and additional resources for BUMC, visit: https://www.bumc.bu.edu/bumc-emc/
- For DL&I’s LfA classroom technology checklist: https://digital.bu.edu/lfaclassroom-technology-checklist/

Tip 2: Think about the equipment students need to bring to class
- Ask students to bring a device and a headset (or earbuds with a mic), especially if you are planning on student digital work or cross-cohort communication.
- Laptops cannot be required but students could also use an iPad, Chromebook, or phone

No additional resources

Tip 3: Remind students frequently about different aspects of technology use throughout the class and the activities of the day:
- If in-person students are logged in Zoom, they need to have their devices muted
- In-person students need to project their voices and speak clearly to the room mics
- Students working in groups across remote and in-person cohorts will need devices and headsets. They also need to remember to unmute themselves when speaking.
- Let students know if you are recording the class
- Share your agenda for the day through a slide or by posting to the Chat
- Consider adapting your board work to the LfA environment (e.g. use slides, Zoom’s whiteboard feature, etc.).

Resources for Tip 3:
- For guidelines on recording: https://digital.bu.edu/lfaclassroom-recordings/
- For information on alternatives to boardwork through Zoom Whiteboard: https://digital.bu.edu/whiteboard-alternatives-in-zoom/
- For information on EdTech trainings: https://digital.bu.edu/faculty-resource-remote-teaching-preparedness-training/
Tip 4: Have a plan for interaction – think about how you want to ask for comments or questions in lectures and class discussions

- Remind students how participation will work
- Pause frequently and ask if students have questions
- If an in-person student asks a question or makes a comment, you may need to repeat or paraphrase the question or comment so all students can hear it
- You may ask students to post their comments to the Zoom chat, but have a plan for how and when you would like them to do this
- If you have a moderator, work with them to have a plan for student questions

Resources for Tip 4:

- For information on sharing your screen in Zoom: https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation

Tip 5: Create opportunities for the cohorts to work together

- Both student cohorts benefit from working with one another (participants in our simulation reported enjoying working together). This also created a more inclusive environment.
- Shared tools provide additional opportunities for interaction (e.g. Pronto, Discussion Board, Perusall through Blackboard, Google doc. and Google jamboard)

Resources for Tip 5:

- Pronto (BU-supported): http://www.bu.edu/tech/services/teaching/lms/blackboard/pronto/
- Google Jamboard (BU-supported): https://digital.bu.edu/5-reasons-to-use-google-jamboard
- Perusall (not BU-supported): BU has Blackboard integration for Perusall: https://perusall.com/

Tip 6: Ask questions. We are here to help!

Resources for Tip 6:

- Faculty coaches: https://digital.bu.edu/lfat-faculty-coaches/
- Center for Teaching & Learning (CTL): https://www.bu.edu/ctl/
- Educational Technology: https://digital.bu.edu/edtech/
- Learning and Event Technology Services (LETS): http://www.bu.edu/classrooms/tech-support/about/contact-us/
- BUMC Educational Media: https://www.bumc.bu.edu/bumc-emc/
- Back2BU website: https://www.bu.edu/back2bu/