

Support and Training

Version 32

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This presentation contains essential information for Schools and faculty:

[Academic Continuity Bootcamp \(narrated .pptx\)](#)

If you require additional teaching support, please email the Teaching & Learning Centre Team:
teaching@senecapolytechnic.ca.

For ITS questions, contact the Service Desk: servicedesk@senecapolytechnic.ca.

With the use of a variety of technology tools, real-time synchronous classrooms are now possible and provide opportunities for discussions and events that can be recorded and archived for later viewing. Clarity of expectations and guidelines for students is important to ensure learning and understanding. It is good to also have procedures in place to provide a safe online classroom environment where every student can participate and learn.

These online classroom management tips can help create a smooth and trusting learning environment:

[Classroom Management and Security Online \(PDF\)](#)

Tutorials

How-to videos

- Learn@Seneca
 - [Using Blackboard Annotate](#)
 - Using Rubrics: [Creating a Rubric](#), [Attaching a Rubric to an Assessment](#), and [Managing Rubrics](#)
 - [Creating a Test](#)
 - [Setting Up Accommodations](#) and [Setting Exceptions for Tests and Assignments](#)

Accommodations allow for students to submit work past deadlines or receive extra time for timed tests. These accommodations impact all due dates and/or timed activities.

Exceptions are specific to an assignment and allow the instructor to change the due date, visibility dates, or number of attempts for a specific student. Students can view changes such as extensions in their calendar.
 - [Copying a Test](#)
 - [Creating a Discussion](#) and [Grading a Discussion](#)
- [Adding a Zoom \(or other tool\) Link in Your Course](#)
- [BigBlueButton*](#)
 - [Teaching with BigBlueButton](#)
 - information from ITS
 - For faculty: [BigBlueButton overview for moderator/presenters \(with breakout rooms\) in BigBlueButton](#)
 - For students: [BigBlueButton overview for viewers \(students\)](#)
- [Microsoft Teams*](#)
 - [Teaching with Microsoft Teams](#)
 - information from ITS
- [Webex*](#)
 - [Teaching with Webex](#)
 - information from ITS
- [Zoom*](#)

- [Teaching with Zoom](#)
- [information from ITS](#)
- [Narrated PowerPoint Slides \(How to Create a Narrated PowerPoint Presentation \(PDF\)\)](#) or visit Microsoft's Guide on [Recording a slide show with narration and slide timings for Windows](#) or [for MacOS](#)
- [How to use Screencast-O-Matic \(How to Use Screencast-o-Matic \(PDF\)\)](#)
- [How to Caption Your Videos on YouTube \(How to \(Edit\) Caption Your Videos in YouTube \(PDF\)\)](#)

Quick links

- [Classroom Management and Security Online \(PDF\)](#)
- [Designing Digital Assignments](#)
- [Working with International Students \(PDF\)](#)
- [Supporting International Students \(PDF\)](#)
- Quickly assess your online course material for accessibility and provide resources regarding accommodations: [Faculty Support: An Academic Accommodation Guide](#)
- [Educational Technology Tool Finder](#)
- [Teaching Online Series of Nutshells – Part 2](#)
- [Teaching Online Series of Nutshells – Part 1](#)
- [Seneca Library Tour – Online Resources and Services During the Temporary Shutdown](#)
- [Learn@Seneca Resources from Blackboard](#)
 - [Preparing to Scale Teaching and Learning Online Website](#) is a microsite, which includes our webinar recording, community site space, Collaborate and DTLS offers, help site documentation and more to come. We have established a cadence of “How To” officer hours sessions which will kick off next week. We will add these sessions, along with additional items such as new, faculty-focused YouTube tutorial playlists, to the site later today.
 - [Webinar Training Series: Remote Instruction from Basics to Advanced](#)

tags : academic-continuity, how-to, support-and-training, teaching-and-learning, teaching-and-learning-centre, training