Please do the following as soon as you arrive:

1. Click on the drop-down menu between the mic icon and video (webcam) icon. Click on **Audio Settings** (very bottom of the menu). A new window will appear. Inside this window, click on each of the **blue buttons** to check your sound and mic.

2. Make sure that your **mic and video icons are clicked off when not in use**.

3. Activate the **Participants window** and **Chat window** by clicking on their two representative icons.

4. When you know your mic is working please click on the checkmark (yes) in the participant window.
Introduction to Online Learning
Graduate Programs in Education

Alicia Adlington, Sean McCausland & Ross Plattel
Werklund School of Education

June 15 & 16, 2020
Who are we?

Alicia Adlington – abaudais@ucalgary.ca
B.A. ‘06, M.Ed. ‘13

Distance Programs Coordinator, Graduate Programs in Education

• Online Success Program – received a two year University of Calgary Teaching & Learning Grant to fund our research
• I’ve been through the program while working full-time
Who are we?

Sean McCausland, Ross Plattel - E-Learning Support and Administration

- disthelp@ucalgary.ca

Our role as support personnel:

- to facilitate your use of D2L and Zoom through answering questions about their features
- to assist with technical difficulties related to the use of D2L and Zoom
Online Learning: The Basics

Question: why did you chose a fully online or blended program?

Answer in the chat 😊
Debunking some myths

• Online classes may be easier.
• I might not feel as engaged.
• It may be more difficult to connect with my instructor and peers.
• I don’t have the skills required to learn online.

There’s a learning curve, but we’re here to help you out with that!
Session outcomes

We hope that, by the end of this session, you will:

• Know what tools you need in order to optimize your online learning experience

• Have a better understanding of how D2L & Zoom are used to learn online in Graduate Programs in Education

• Be familiar with the resources and supports that are available to you
Optimizing your online learning experience

- Recommended hardware and software
- Setting up accounts and software
Recommended Technology

• Full computer (Windows or Mac recommended)
  • Your computer should have a built-in or peripheral microphone. Camera is optional, but recommended
• High speed Internet connection
• Essential software to learn online:
  • Microsoft Office (Provided by the UofC through Office 365)
  • At least one of the recommended web browsers
  • Zoom Program/App Installed
Full computer

• A full computer is one that is not running a tablet-based or smartphone-based operating system (OS), but a full computer OS.

• Full computers tend to be laptop and desktop computers.

• A Windows computer or a Mac is highly recommended.

• Tablets like iPads and Android-operated devices are compatible, but not fully capable of running the websites and other programs you will need.

System requirements for Zoom: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux

System requirements for D2L: https://d2l.ucalgary.ca/d2l/systemCheck
Microphone/Video Options

- You will need, at minimum, a microphone to participate in your Zoom classes.
- Consider using earbuds or a headphones with your built in microphone.
- A video camera isn’t required for class, but it’s a nice bonus!
Microphones

Get the best compatible headset for your computer if you don’t have a built-in microphone.

We recommend a USB headset with a microphone.

• More consistent than older, analog headsets
• Bluetooth/wireless headsets are fine, but ensure that they have a full charge before you begin your Zoom session.
Note on New MacBooks and Similar PCs

• Some newer MacBooks and PCs have USB type “C” ports on them - not type A (shown in previous slide).
• Because of this, you may need to buy an adapter to be able to plug in a USB headset.
High Speed Internet Connection

• For online learning, a minimum speed of 15 mbps (Download) is recommended for ease of use of software and online services.

• A speed of 25 mbs (Download) is highly recommend for a comfortable online learning experience.

• These speeds are advertised by your service provider but should also be tested on your computer through this site: http://www.speedtest.net/
Sharing your Internet Connection

Other devices using your Internet connection can slow down your connection and impact Zoom’s performance.

While it’s not always possible, we recommend that you try to minimize household use of streaming (e.g. Netflix), gaming, file sharing, and other high bandwidth activities while you are in a Zoom session.

(Try is the key word... we get it!!)
Recommended Software


Getting Started Guide to Making your UofC IT account:

[https://ucalgary.servicenow.com/it?id=kb_article&sys_id=86e7438013753ac06f3afbb2e144b031](https://ucalgary.servicenow.com/it?id=kb_article&sys_id=86e7438013753ac06f3afbb2e144b031)

**Browsers recommend:**

Firefox

Opera

Edge

Chrome
Make sure you have the browsers’ popup blockers disabled for d2l.ucalgary.ca

This will allow you to successfully access links to Zoom and course content.

Firefox


Opera


Edge

https://support.microsoft.com/en-ca/help/4026392/microsoft-edge-block-pop-ups

Chrome

https://support.google.com/chrome/answer/95472?hl=en
Download & Install Zoom

We strongly recommend that you download and install Zoom as opposed to just running it from your browser. Screen sharing and other features are easier to access through the program.

Download Zoom at: https://zoom.us/support/download
Creating a Personal Zoom Account

We encourage you to create a free Zoom account using your @ucalgary.ca e-mail address! This will allow you to:

• Create meeting rooms for you and your colleagues to collaborate on projects/etc.
• Test out the features in Zoom before you present in class.
• Record a presentation and upload this to D2L or YuJa.
D2L & Zoom Tutorials

eLearn @ UCalgary is a fantastic resource for students.

Bookmark me!
https://elearn.ucalgary.ca/

View on demand tutorials and videos on how to use D2L, Zoom, and more.
Tips on using Zoom

Test out your microphone and video (optional) before or when you first arrive for class.

Then mute your mic. You will have opportunity to use it for asking questions or making comments during a typical class session, but having it muted by default will prevent a cacophony of different sounds.
Tips on using Zoom

Open up the chat and participant window when you first arrive. These aren’t open by default!
Chat and Participant Tools

1. In the Group chat you can send private messages to individuals by using “To:” and choosing a name from the list.

2. Also notice you can raise your hand at the bottom of the participant window, and sometimes other functions.
Using D2L/Zoom in your courses
D2L/Zoom as Learning Tools

D2L is used for asynchronous activities that may include:

- Accessing course content
- Participating in discussions
- Submitting assignments

Zoom is used for real-time synchronous sessions where you may:

- Take in lecture material that your instructor presents
- Present to your fellow students
Need Help?

Werklund Disthelp: disthelp@ucalgary.ca
- Sean McCausland and Ross Plattel
- Generally available after 5 p.m. on weekday evenings
- Main source for Zoom questions
- Help navigating D2L

IT Support: itsupport@ucalgary.ca / 403-220-5555
- Generally available from 8 a.m. – 5 p.m.
- Get help with your IT account, Office, and more.
Questions & Comments

• Any final thoughts?
• Questions?
• Comments?

Upcoming sessions!

• Strategies for Success in Online Learning
  • Wednesday, June 17 @ 9 a.m.
  • Thursday, June 18 @ 5 p.m.

• Writing Success Strategies
  • Wednesday, June 24 @ 5:30 p.m.
Thank you for attending!
werklund.ucalgary.ca/graduate-programs