



UNIVERSITY OF  
CALGARY

# Introduction to Online Learning

## Graduate Programs in Education

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I would like to acknowledge and pay tribute to the traditional territories of the peoples of Treaty 7 located in the heart of Southern Alberta, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.



## Session Outcomes

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

- Know what tools you need to optimize your online learning experience.
- Have a better understanding of how D2L, Office 365, & Zoom and other tools can be 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 (<https://www.speedtest.net/>)



# So?

- **A good download speed is at least 100Mbps, and a good upload speed is at least 10 Mbps.** With 100Mbps, you can stream movies, attend Zoom meetings, and play games online all on several devices at the same time. Some people can get away with fewer Mbps, and others need more.

# Synchronous Sessions

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

- Take in lecture material that your instructor presents.
- Present to your fellow students.
- Meet for virtual office hours.
- Host your own meetings to collaborate with classmates.
- Create video presentations.

**Access by logging in with your UCID and password at <https://ucalgary.zoom.us>**



# Microphone/Video Options

- You will need, at minimum, a microphone to participate in your Zoom classes.
- Consider using earbuds or a headphones with a built-in microphone.
- A video camera isn't required for class, but does help with the online learning experience for everyone!





# Second Monitor

- If you have the ability to use a second display it will greatly help with online learning. Especially for live lectures.
  - Allows you to have Zoom open to view the class while doing work on the 2<sup>nd</sup> display.
- They are also helpful when doing research, you can read a paper on one screen and make notes on the other.

# Your Environment When in a Zoom Meeting

- Give careful consideration to the environment you are in when you are in a Zoom session.
- Privacy for you and for the session participants joining and appearing on your screen is important.
- If you happen to be in a public setting (café, library, etc.) be conscious of your surroundings and passers-by who may be appearing in your background. Use Blur Background in Zoom or leave off your camera.

# Joining a Zoom Meeting

- Zoom meetings may be scheduled through your D2L shell or you may receive the link for email or other means.
- To join the meeting, it is best to log in at <https://ucalgary.zoom.us> BEFORE joining the meeting. This will allow full access to the features in Zoom.
- It would be recommended to login 5 minutes ahead of time, just in case there is a Zoom update.

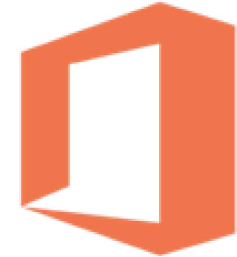
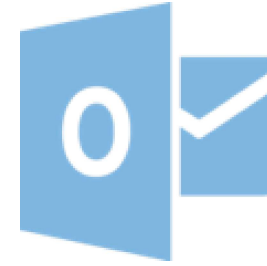
## Ah Yes... Cameras

- There is no ideal solution as people come into Zoom meetings with a variety of needs and concerns when they are in a meeting.
- It is more beneficial and engaging to see faces of other people in a session rather than presenting to a black screen.
- Privacy will be respected.
- It is up to the instructor whether or not a session will be recorded.
- Cameras may be turned off in case there is a large demand on broadband for a meeting.

## Other Considerations in Zoom

- Closed captioning can be requested.
- If you wish to maintain your privacy, there is also the option of using an avatar, available from the video options.
- Screen grabs of a presentation are possible if the host allows it. You can access this through the Annotation feature or via an icon that appears in the bottom left corner of the screen during a meeting (i.e., Captions and View Transcript).

# Getting Started



- **Make your UofC IT account**
  - We only communicate through UCalgary email accounts.
- **Go to: <https://office365.ucalgary.ca/>**
  - This will give you access to our standard email service.
  - You will have FREE access to Microsoft Office Pro Plus.
  - We recommend using these applications for communicating with classmates and instructors. They are effective in keeping out spam and providing a more consistent and reliable online communication experience.
  - This will also give access to Microsoft OneDrive and Teams, which may be used throughout your program.

# Recommended Software

- **Microsoft Office Pro Plus**
- **Zoom App** (<https://ucalgary.zoom.us/download>)
- If you have other personal Zoom accounts, please use the UCalgary zoom account and your UCID and log in to access this account. Using your older personal (or institutional) Zoom account may limit access to features during Zoom meetings for your online classes.
- **Recommended browsers:**

Firefox



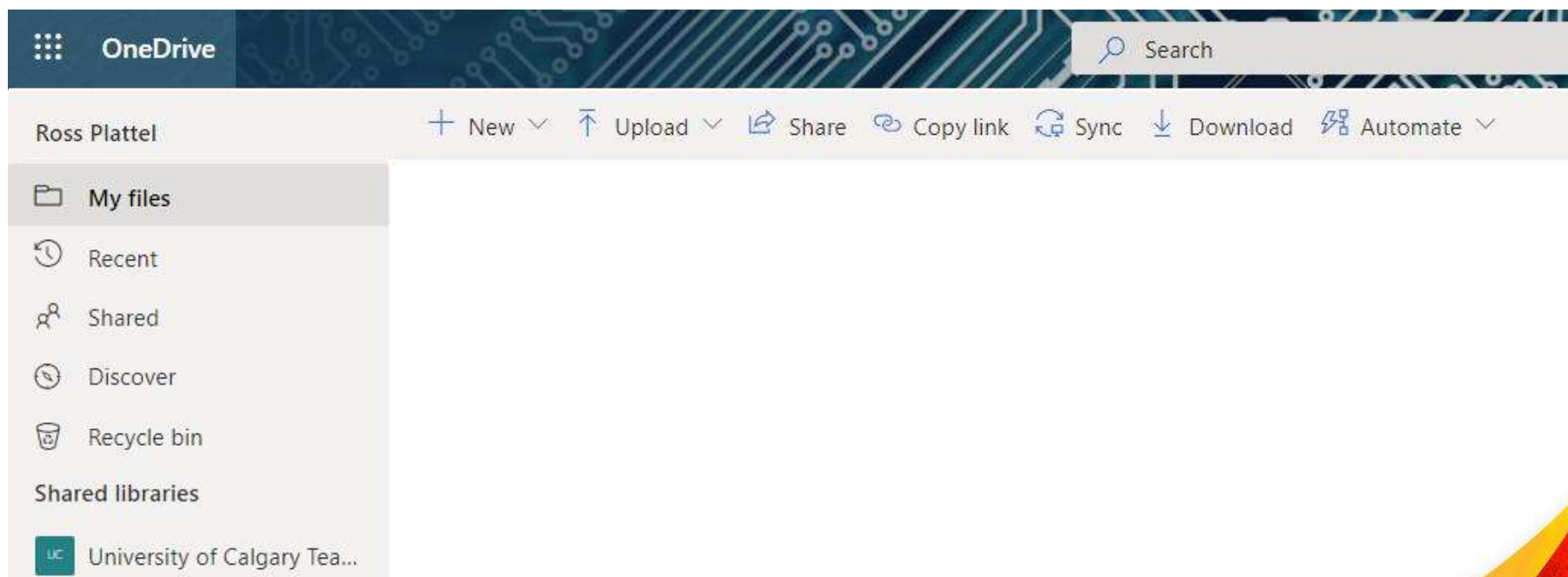
Chrome



# One Drive



- A cloud storage system for your online files.
- Save all of your class work documents, edit them online, and also share large files using links instead of trying to attach large files to e-mail. **Note:** You may consider regular backups to your personal desktop, just in case the system crashes or you lose your Internet connection.





# Microsoft Teams

- Teams is among the features included with your Microsoft Office account through UCalgary. It will facilitate:
  - chat
  - video meetings
  - file sharing
  - calendar sharing and scheduling

*This, however, is an option to use to support group work rather than something an instructor would likely use.*

# D2L

DESIRE2LEARN

## Using D2L in your courses

# D2L & Zoom as Learning Tools

**D2L** is used for asynchronous activities that may include:

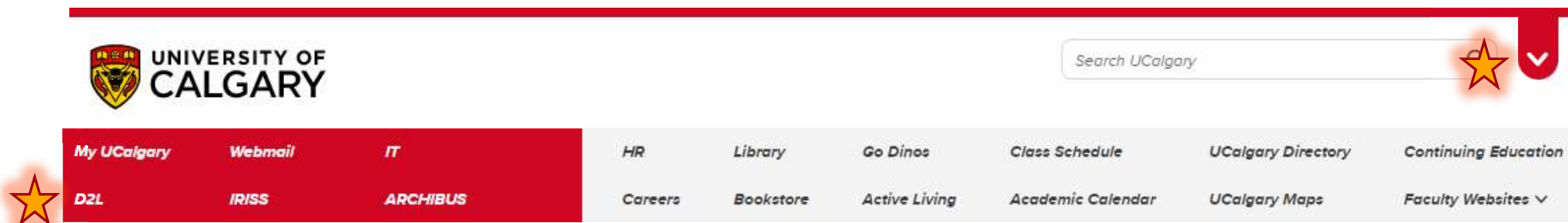
- Accessing course content.
- Participating in discussions.
- Submitting assignments.



**Training and guides:** <https://elearn.ucalgary.ca/resources-for-students/>

# Accessing D2L

- <https://d2l.ucalgary.ca/>
- [ucalgary.ca](https://ucalgary.ca)



The screenshot shows the top navigation bar of the University of Calgary website. On the left is the university logo. To the right is a search bar labeled "Search UCalgary". Below the search bar is a horizontal menu with two rows of links. The first row includes "My UCalgary", "Webmail", "IT", "HR", "Library", "Go Dinos", "Class Schedule", "UCalgary Directory", and "Continuing Education". The second row includes "D2L", "IRISS", "ARCHIBUS", "Careers", "Bookstore", "Active Living", "Academic Calendar", "UCalgary Maps", and "Faculty Websites". A yellow star icon is placed over the "D2L" link in the second row.


- **Student Centre (my.ucalgary.ca)**

## Quick Links - Student

[View my T4/T4A](#)

[Download T2202](#)

[My Student Donation Receipt](#)

 [D2L \(Desire2Learn, Brightspace\)](#)

[Office 365 Student Email](#)

[Academic Requirements Reports](#)

[Student Success Centre](#)

[PS Enterprise Learning](#)

# Finding Courses on D2L



[Class Progress](#) [Calendar](#) [My Tools](#) [Resources](#) [Help](#)

[My Courses](#)



[2020-Fall](#) [2020-Summer](#) [2021-Fall](#) [2021-Spring](#)

You don't have any courses to display.

[News](#)

[Calendar](#)

# D2L Navigation Bar



- The **content tab** is a great place to access course materials including the course outline.
- The **discussion tab** is where you will participate in discussions throughout the term.
- The **communication tab** allows you to send emails to others in your class.
- The **assessment tab** is where you can submit assignments and see your grades.

News	Dropbox	Calendar
Classlist / Email	Grades	Class Progress
Discussions	Quizzes	Blog
Chat	Self Assessments	ePortfolio
Groups	Surveys	Glossary
Online Rooms		System Check
		Checklist
		Self Registration
		LOR

# Need Help?

## E-learning Resources:

<https://elearn.ucalgary.ca/resources-for-students/>

**IT Support: [it@ucalgary.ca](mailto:it@ucalgary.ca) / 403-220-5555**

- Check their website for operating hours.
- Get help with your IT account, Office, and more.

# Teaching Assistant Preparation Program

## Rationale for TAPP:

- Graduate assistantship is one of the most valuable learning experiences in Graduate School
- Need for further support (expectations, requirements, awareness of learning opportunities)
- Program offers a structured and graduated learning experience



# Overview

- Collaboration of the Werklund School of Education and the Taylor Institute for Teaching and Learning
- Goal: develop teaching capacity among graduate students interested in becoming graduate teaching assistants
- Combination of workshops and academic discussions around issues related to the graduate assistantship practice

# Level 1 Requirements

- Attend a minimum of 8 sessions from Werklund and Taylor Institute combined<sup>[L]</sup><sub>[SEP]</sub>
- Werklund Workshops – Attend 4 sessions per academic year<sup>[L]</sup><sub>[SEP]</sub>
- TI Workshops – Attend 4 sessions per academic year. (Registration is required)
- Two Classroom observations

# More Information

## TAPP 1:

Micro-credentials including Digital Badge, Co-curricular Credit

## TAPP 2:

For graduates of TAPP 1 and current TAs

A community of practice focused on a common topic of interest or concern

Microcredentials added in 2023

<https://werklund.ucalgary.ca/teaching-learning/student-resources/teaching-assistant-preparation-program>

# Thank you for attending!



For more information go to:

<https://werklund.ucalgary.ca/graduate-programs>

**Patrick Hanlon**

Teaching and Learning

Academic Support Offices

Werklund School of Education