

## Announcement 03: Webinar and Survey

Dear AGU Family,

Below are several important issues we would like to remind and inform you about:

1. Several important points to remember:

- Design your content into small modules
- Align your instructional content to objectives, activities and assessments
- Create a clear grading scale
- Include a forum for students to ask questions
- Be present in your online course with virtual office hours, responding to discussions, and using instructor created PowerPoint slides or videos
- Provide timely feedback and respond to questions promptly
- Ask students what is working and how you can make it better

2. On Saturday (March 28, 2020) at 3pm, we will be broadcasting a webinar in English about student engagement in their online classes “think engagement vs attendance”. You need to register in advance for this webinar at [https://zoom.us/webinar/register/WN\\_9DEa1BT2Q-eza9urMFSVhw](https://zoom.us/webinar/register/WN_9DEa1BT2Q-eza9urMFSVhw) .

After registering, you will receive a confirmation email containing information about joining the webinar.

About the Webinar: Typically, online courses focus more on engagement than they do attendance, and you may have to shift your thinking in this way during your short-term shift to online teaching. Even if you choose to conduct live/synchronized sessions via Zoom, there are a lot of legitimate reasons students would have for not being able to participate. Thus, we encourage you to act flexibly during a time of crisis like this one. In this webinar, we will talk about how to increase your students' engagement in your live or asynchronous sessions.

3. We would like you to check your e-mails coming from Zoom and Microsoft, and activate your accounts as soon as possible.

4. If you have a scheduled class between 10:10-12:00 in the morning for example, you may arrange your live (synchronized) session between 10:30-11:30, and use the remaining time as an office hour to answer any questions posed in the discussion boards in the CANVAS / Schoology system.

5. Please record your live sessions and upload them to cloud for students to view later, however it is important not to upload the video to CANVAS/ Schoology directly. Instead, please provide just the link. CANVAS/Schoology and Zoom will be used heavily in the next 8 weeks, and we have to use the disk spaces responsibly. OneDrive provides 1TB cloud disk space if you register with your agu.edu.tr e-mail account. Other alternatives are Google Drive, DropBox, Box, and Mega. In case, faculty members can also be given limited cloud disk space on cd.agu.edu.tr. For this, you should contact AGU IT office by e-mail (helpdesk@agu.edu.tr).

6. Please add your department head and CELT to your CANVAS course page. These people will be observing your courses kindly to provide support for improvement, accreditation and peer-feedback purposes.

7. In the first two weeks of remote teaching you can meet Dr. Elif Bengü on weekdays between 10 and 11am and between 5 and 6pm for TeaTime @ZOOM for an informal conversation to lend or get support, share your best practices and challenges. Please use the Zoom meeting room ID: 761-402-2159 to enter the room.

8. Please take your time to fill out the following confidential questionnaire (5 questions, 1 minute) thoughtfully. The information will be used solely by AGU Online Teaching Task Force to assess your need while the online courses are still underway.

As a final remark, we would like to share the link to the recordings of the Zoom meeting which was held by the University Administration and the Task Force members on Thursday (March 26, 2020) evening, showing how this process is planned with consultation with the stakeholders.

[https://zoom.us/rec/share/-sdVDL36y3IJWYWW8E\\_NY\\_lxNIL7T6a8gXUZrPZZnxnh2JAwXRzMWNcr7nf1QcgU](https://zoom.us/rec/share/-sdVDL36y3IJWYWW8E_NY_lxNIL7T6a8gXUZrPZZnxnh2JAwXRzMWNcr7nf1QcgU)

AGU Online Education Task Force