

EMERGENCY PREPAREDNESS AND TECHNOLOGY OPTIONS FOR TEACHING AND LEARNING

RECOMMENDED TECHNOLOGIES

- Course iSite tools, especially discussion boards/blogs, video publishing tool, wiki, digital drop-box
- Streaming audio and video of class sessions
- Elluminate (web conferencing tool that provides live online web-based communication via VOIP, slides, white board, some web cam)
- Telephone
- Email

OPTIONS FOR CONDUCTING CLASS SESSIONS

Scenario 1: Faculty delivers class session remotely (students are also online)

- Elluminate (synchronous)
 - *Suitable for any type of course and any size course, especially suited for walking through slides, lecture, or conversation*
- Discussion boards (asynchronous)
 - *Especially suitable for qualitative courses and more manageable for smaller courses*

Scenario 2: Faculty is remote and students may be in classroom or online

- Faculty delivers class session remotely (all students are physically present in classroom)
 - *Especially suitable for lecture-style courses where there is less student interaction due to challenges related to capturing audio of students in some GSE classrooms*
- Faculty delivers class session remotely (some students are physically present in classroom, some join Elluminate session from personal computers)
 - *Especially suitable for lecture-style courses where there is less student interaction for reason listed above, though remote students can text or speak*

Scenario 3: faculty and most students are in class while a few students are out

- Faculty teaches to physically present students as usual while TF replicates session via Elluminate so remote students can join class session remotely in real time
 - *Probably best for a large lecture-style course, requires a lot of planning/testing lead time and multiple tech-savvy TFs who can help*
- Student(s) follow class session content remotely not in real time
 - Faculty/TF can arrange for class session to be audio- or videotaped, encoded, and streamed then linked from course site, which student can later view (requires advance notice)
 - *Suitable for larger, lecture-style courses but can be effective with smaller courses if TF/student volunteer mans camera (rather than a long shot)*
 - Other approaches:
 - Student can arrange with classmate to take detailed notes of session
 - Student can review documents posted to course site
 - If class session has been conducted via Elluminate and recorded, faculty can post link to session on course site for later viewing
 - If previous year's session has been filmed, faculty can arrange with LTC to re-encode and re-stream that video then post link on course site, which the student can later view (provided faculty still has original video, which was returned to them at end of semester, and requires lead time)

OPTIONS FOR STUDENT ASSIGNMENTS

Students collaborating on a project

- Elluminate's vRoom
- course iSite discussion board/blog tool
- course iSite wiki tool

Students creating presentation-style assignments

- create video using video presentation tool (requires web cam)
- present via faculty's Elluminate room (can be recorded)

Students delivering presentation-style assignments

- Faculty and classmates can view video created using video publishing tool via course web site (either before or during class)
- Virtually present to class using faculty's Elluminate room (can be recorded and link posted to course web site)

Submitting assignments

- For document assignment (in Word, PowerPoint, etc), submit via course site digital drop box
- For video assignment, gets uploaded to course site via video presentation tool

OPTION FOR HOSTING VIRTUAL GUEST SPEAKER

- Elluminate

OPTIONS FOR VIRTUAL OFFICE HOURS

- Elluminate
- Email
- Phone

TRAINING

- Elluminate: Elluminate offers daily one-hour live online trainings. More information available on web conferencing knowledge center: <http://isites.harvard.edu/k15129> (also accessible via LTC site)
- Course iSites: LTC offers hands-on group training. Sign up at myGSE. Documentation on each tool available on the course iSites knowledge center: <http://isites.harvard.edu/k3846> (also accessible via LTC site)

WHO TO GO TO FOR WHAT

Tool	LTC contact	Email	Phone
Overall questions	Kristin Sullivan	lofblakr@gse.harvard.edu	617-495-9212
Course iSite tools	Gino Beniamino	beniamqi@gse.harvard.edu	617-384-7847
Pedagogical consultation	Jason Gorman	gormanja@gse.harvard.edu	617-495-3182
Elluminate	Gino Beniamino	beniamqi@gse.harvard.edu	617-384-7847
Streaming audio and video	Janet Cascarano	cascarja@gse.harvard.edu	617-495-3973
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