

# Teaching Tips:

## Quick Guide to Teaching Tools

The quick guide below highlights USC Upstate tools used for various common teaching tasks:

- [communication](#) (announcements, videoconferences),
- [content creation](#) (lecture capture, PowerPoints, etc.),
- [content delivery](#) (post and share materials),
- [learning assessments](#) (create assignments, discussions, and quizzes/tests),
- [posting grades and feedback](#), and
- [student collaboration tools](#) for groups.

Click a link below to go to tip sheets, tutorials, or online guides to tool features.

### Key Tools

- Videoconferencing: [Blackboard Collaborate Ultra](#)
- Lecture Capture for video, PowerPoints, or showing your screen: [TechSmith Knowmia](#)

### Communication, Videoconferencing, and Meetings

Tools to allow faculty and students to communicate, check-in, meet, etc.

- USC Upstate [Outlook 365](#)
  - [Find a List of User Emails for Your Course](#)
- Blackboard [Announcements](#)
- Blackboard [Email](#)
- [GroupMe](#) App for texting groups
- Phone Call or Text Message
  - [Find Student Contact Information in Starfish](#)
- Blackboard Collaborate Videoconferencing for the whole class, drop-in office hours, or meetings with guest presenters or guest participants
  - [Get Started with Collaborate Ultra](#)
  - [Create a Collaborate Ultra Session](#)
  - [Video Workshop: Blackboard Collaborate Ultra Absolute Essentials](#)

- [Share Content in a Collaborate Session](#)
- [Share Content from a Google Chrome Tab](#) to share audio, video, a shared doc, Kahoot or Poll Everywhere, or an application in [Spartan Greensky through VMware Horizon HTML Access option](#) (good for SPSS, Adobe Creative Cloud, or other specialized software pools for your class)
- [Use Poll Everywhere](#) in a Blackboard Collaborate Ultra course meeting
- [Invite Guests from Outside a Course or Host an Open Collaborate Meeting](#)
- [Create a Collaborate Ultra Menu Item](#)
- [Student Instructions: Join a Collaborate Ultra Session](#)
- [Record a Collaborate Ultra Session](#)
- [Access a Recorded Collaborate Ultra Session](#)
- [Take Attendance in Blackboard Collaborate Ultra](#)
- [Troubleshoot Audio and Video Issues](#) \*\*NOTE: Be sure to use Google Chrome or access the session through the Blackboard app on your smart phone.

## Content Creation

Tools that allow you to create new instructional materials, such as a video lecture, narrated PowerPoint, narrated screen capture, narrated whiteboard for problem-solving, or text-based materials that meet guidelines for universal design for learning (UDL)

- Record a session in Blackboard Collaborate Ultra with no participants and share the recording link or download for editing and captioning (See links under [Communication](#) above)
- Record your screen, your Webcam, or a narrated PowerPoint using TechSmith Relay
  - [Getting started with TechSmith Knowmia](#)
  - [Create a new TechSmith Knowmia tool link](#) in Blackboard and Launch Capture to record on the spot
  - [Download the TechSmith Relay Classic Recorder](#) to your computer to record your Webcam and screen with picture-in-picture.
  - [Use the TechSmith Knowmia Add-in for PowerPoint](#)
  - [Record a new TechSmith Knowmia video](#) from your webcam or screen capture
  - [Upload an existing video](#) to edit, caption, and share through TechSmith Knowmia
  - [TechSmith Knowmia Basics](#) (video workshop)
  - [Upload a TechSmith Knowmia video to your Blackboard course](#) (video)
- Demonstrate equations or illustrations as you write by [setting up a smartphone as a doc cam](#) or aim your Webcam at paper, a whiteboard, or other writable surface
- Create videos of objects, the environment, guest interviews, or yourself [by using the TechSmith Fuse app with a smart phone](#)
- [Caption your videos in TechSmith Knowmia](#)
- [Add interactive Quizzes to videos in TechSmith Knowmia](#)
- [Add commenting feature to videos posted on Blackboard through TechSmith Knowmia](#)

## Content Delivery

Tools to post, curate, and share instructional materials that you create, that come from publishers or library collections, or that come from open sources on the Web

- [Add a Content Area to your course](#) to create a tab for each week or other organizational structures
- [Add a Content Item](#) to share files, videos, images, and text
- [Add a File](#) to your course
  - [View the Ally score for your file](#) to improve accessibility
  - [Improving the Ally Accessibility Score in your documents](#)
  - [Emphasize the use of Ally Alternative Formats](#) for your students
- [Add a new TechSmith Relay video link](#)
- [Add content from a publisher](#) or textbook provider.
  - Note: Cengage and a range of other publishers are offering free access to online course materials during the COVID-19 pandemic. Find out more about their materials on their Web sites: [Pearson](#), [Cambridge](#), [VitalSource](#), [Cengage](#), [McGraw-Hill](#), [Oxford University Press](#) and [Wiley Academic](#).
- Work with the library to add content from databased or [Open Educational Resources \(OER\)](#).
  - Note: Follow instructions for adding links to share permalinks or video links from databases

## Learning Assessments

Tools to allow you to post different types of assignments and assessments for students to submit in Blackboard

- [Create an Assignment](#)
- [Create a Discussion Forum](#)
  - [Set Discussion Forum Grading Options](#)
  - [Advanced Options for Discussion Forums for Experienced Online Instructors](#)
  - [Add a Link to a Discussion Post](#)
  - [Add a Video to a Discussion Post](#)
  - [Add an Image to a Discussion Post](#)
- [Create a Quiz or Test](#)
  - [Uploading Test Questions from a Word document](#)
  - [Uploading Test Questions from TestGen](#)
  - [Strategies for Virtual Testing](#)
  - [5 Best Practices for Online Testing](#)

## Posting Grades and Feedback

Tools within Blackboard allow you to share grades securely, in compliance with FERPA regulations, use strategies for ensuring academic integrity, and give feedback using rubrics, inline comments, and audio/video feedback in one password-protected location.

## Blackboard Grade Center

- [Create a My Grades Menu Item for Students](#)
- [Making the Most of Grade Center and Rubrics](#) (video workshop)
- [Using Total or Weighted Total in Grade Center](#)
  - [Setting up a Weighted Total in Grade Center](#)
  - [Edit Grade Center Item Options](#)
  - [Customize Display of Grades in the Grade Center](#)
- [Create a Rubric](#)
  - [Add a Rubric to an Assignment](#)
  - [Grade an Assignment with a Rubric](#)
- [Grade a Discussion Forum](#)
- [Inline Grading for Assignments](#)
- [View Grade Details](#) and feedback on previously graded assignments

## Academic Integrity Tools

- [SafeAssign](#) plagiarism checking for student work submitted as an assignment
- Set up [LockDown Browser and Respondus Monitor](#), including iPad and tablet options for students who do not have a Webcam at home
- Student Success and Retention note: Some students will not have the required technology. Please exercise flexibility, inclusivity, and grace in working to make alternative arrangements. If they do not have an iPad or Webcam, chances are their online resources are limited and they are at reduced risk of academic integrity violations. We do not want any students failing a course because they have a technology barrier.

## Student Collaboration or Presentation Tools

Tools to engage students and allow them to work together on projects and assignments.

- Work in Blackboard [Groups](#)
  - [Create a Blackboard Student Group](#)
  - [Create student-led Collaborate Sessions for groups](#) (video)
- Contribute collaboratively in a Blackboard [Blog](#) or [Discussion Board](#)
  - Note: remember that students can [add links, images, and video](#) into their blogs or discussion posts
- Share Files in Office 365 [OneDrive](#) available for Word, [Sway](#), PowerPoint, or Excel
- Add a voice or video conversation through the [VoiceThread Tool](#) embedded in Blackboard. Follow instructions for Blackboard Learn without Deep Linking, and choose whether or not you wish to make this a graded activity