

Managing a Classroom with Remote Students

Given the uncertainty of the fall semester, more than likely you will have a situation where you will have students physically present in the class and other students needing to join remotely through Webex. This document will walk through the steps necessary to set-up the classroom technology and provide some resources for managing the experience.

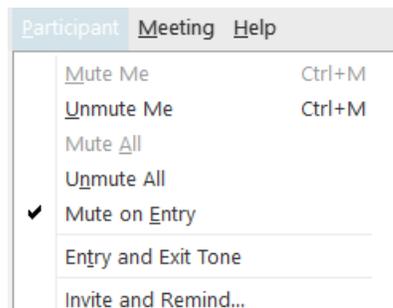
Classroom Set-Up

Each classroom has the following equipment available to faculty:

- Dual monitors
- Webcam
- Cabling options including audio, VGA, HDMI, and USB-Type C allowing you to connect your own device

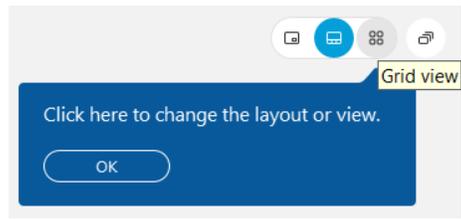
To prepare to teach, the following steps are suggested:

1. Log into the computer and turn on the projector.
2. Open the content you will be sharing with your students (PowerPoint or other application) and make sure it displays through the projector.
3. Launch and log into Webex. You are encouraged to use the [WebEx integration in Canvas](#); however, you can also log in through the web browser (e.g. Chrome) at <http://mu.webex.com>
 - a. Under the Participant Menu make sure to check “Mute on Entry” and uncheck “Entry and Exit Tone.”



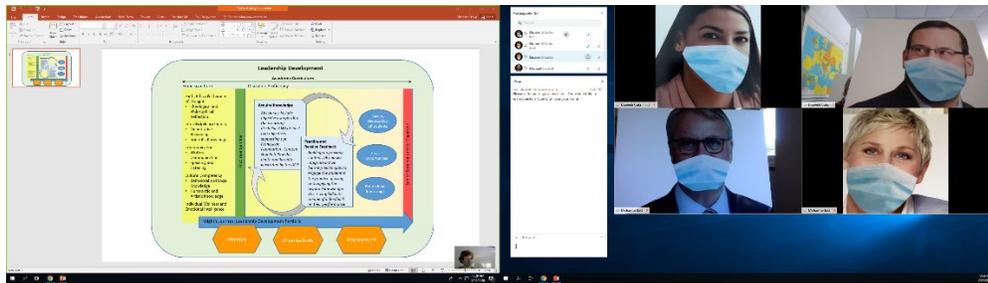
- b. Share the content for your class by clicking on  (Remember you can share a specific application or a whole screen. If you share the entire screen, whatever appears on the screen will be displayed to the students.)
- c. Open the Participant window by clicking on  and drag it to the second screen.
- d. Open the Chat window by clicking on  and drag it to the second screen.
- e. As students join the Webex session, they will display in the video window. Drag the video screen to the second monitor, unless the class will be mostly discussion and you want the in-person students to see the remote students.

- i. Make sure you display the video window in grid view using the icons at the top right of the screen:



- ii. Enlarge the video window by dragging the corners of the window until it fills most of the second screen. This will allow you to see up to 25 remote students at the same time.

- f. The screens should look like this once everything is placed appropriately.

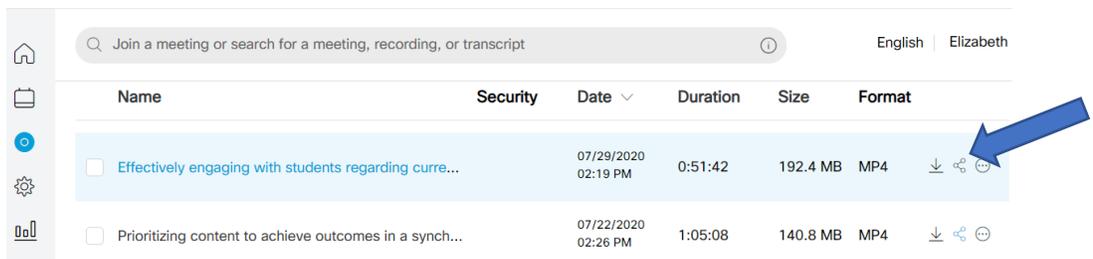


- g. Don't forget to start the recording  once class begins.

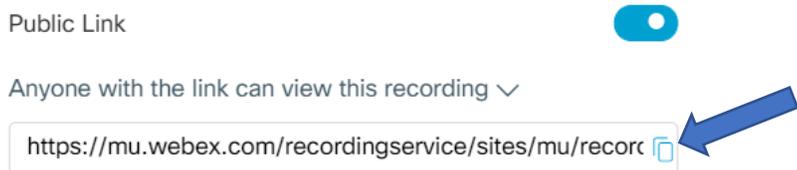
Sharing the video.

If you have used the integration within Canvas, the recording will show immediately to students under the Recordings tab. Otherwise, you will need to locate the recording from your Webex account at <http://mu.webex.com> and share it with your students by pasting a link in Canvas using the directions below.

1. Click on the share icon .



2. Copy the link and paste it into Canvas on a Canvas page, announcement, or within a module.



Suggestions for Effectively Engaging Remote Students

Below are several suggestions to help make a classroom session with remote students more effective:

Student Expectations and Policies

- Clearly communicate to your students in your syllabus and at the start of class how you want to engage with them (when should they unmute themselves, what they should do if they are experiencing technical issues, etc.)
- If using your personal room or having student access Webex outside of Canvas, require students to log into the session using their full name.
- Remind students that the Marian Student Code of Conduct applies to behavior in a remote class session the same as it does in a regular in-person class.
- Encourage students to turn on their video and remind them that they should be dressed and behaved as they would as if they are in the actual classroom.
- As a last resort, remember you can expel an offensive student from the classroom. Only do this after trying to manage the situation and informing the student of the action are you going to take. Make sure to follow-up with them and the Dean of Students about the situation.

Best Practices

- Use the [WebEx integration in Canvas](#) to provide students easy access to the sessions and recorded videos.
- Consider asking a student who is physically present in the classroom to monitor the chat window. They can respond to and bring questions to your attention as they arise allowing you to focus more on the content and students.
- Encourage students to raise their hand (next to their name in the participant window) or type in a “Q” in the chat window to indicate they would like to speak.
- Stand behind the podium so you can see the remote students as well as the students in the classroom. This will also help the remote students see and hear you.
- Limit use of the whiteboard, as the remote students will not be able to see it clearly. If you need to write something, consider creating a document beforehand that you can share or pull up a whiteboard within Webex through the  icon and scrolling the bottom of the options window.
- If students who are physically present have devices and are going to join the session, they will need to be muted to avoid audio feedback.
- You can do some group work, but everyone in the classroom should have headphones connected to their devices for it to work correctly.
- If students who are physically present ask questions or make comments, please restate the question or comment for the students who are remote.