# **Remote Lectures**

This quick guide provides an introduction to lecturing as you move to remote teaching. It outlines key steps to *Plan*, *Modify*, and *Implement* when making this move to optimize student learning.As with any steps you take in moving to remote teaching, it’s important to anchor your decisions in course learning objectives and to be transparent, flexible, and generous with students.

## **Plan**

Remote lecturing can work as an alternative to delivering lectures in large, lecture-driven courses. Lectures can be created and offered using a combination of [Office 365 (PowerPoint)](http://spartan365.msu.edu), [Zoom](https://msu.zoom.us/), [MediaSpace](https://mediaspace.msu.edu/help), and [D2L](https://help.d2l.msu.edu/d2l-docs). Planning for remote teaching involves creating a workflow for transitioning your course and setting up and utilizing the necessary technology for recording your remote lecture to then share with students.

## **Modify**

When modifying lectures for remote learning, you’ll use [Office 365 (PowerPoint)](http://spartan365.msu.edu), [Zoom](https://msu.zoom.us/), [MediaSpace](https://mediaspace.msu.edu/help), and [D2L](https://help.d2l.msu.edu/d2l-docs) to approximate the in-class lecture experience. These modifications involve scheduling your lecture as a Zoom Webinar, communicating with students about this scheduled webinar, and then creating a “Virtual Classroom” module in D2L to hold your lecture.

### Schedule Your Lecture as a Zoom Webinar that automatically records

1. Navigate to [http://zoom.msu.edu](http://zoom.msu.edu/) and click the Login button
2. Click the **Webinar** **tab**, on the left-navigation
3. Click the **Schedule Webinar button**
4. Complete the **Schedule a Webinar** page with the following settings:
5. **Topic:** Enter course your name
6. **Description:** This is the dedicated location for virtual classroom
7. **Recurring Webinar:** Check
8. **Recurrence:** No fixed time
9. **Registration:** Uncheck
10. **Webinar options:**
	1. **Q&A:** Check
	2. **Enable Practice Session:** Check
	3. **Record webinar automatically on local computer:** Check
11. Click on the **Schedule** button
12. Click in the **Link to Join the Webinar** field to copy link to clipboard

### Let students know about your lecture

1. Post invitation or link to D2L Announcement
2. Email classlist a copy of the invitation in D2L

### Create a dedicated Virtual Classroom module

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1. Add a module in your D2L course to serve as a dedicated “Virtual Classroom.” This module will contain the link for the dedicated Zoom session
2. Click the **Upload /Create** drop-down menu
3. Select **Create a Link**
	1. **Complete the New Link window**
		1. **Title:** Enter Link Name
		2. **URL:** Paste Zoom link from your clipboard
		3. **Open as External Resource:** Check

## **Implement**

When it’s time for your lecture, you’ll run your slideshow/presentation as you would with an in-person lecture. This time, though, you’ll share your presentation screen in the Zoom Webinar that you set up, record your screen, and then upload that recording to Kaltura MediaSpace to then share with your students later.

### Run Slideshow/Presentation

1. Open your **PowerPoint** Presentation
2. Click on the **Slide Show** tab, from the Ribbon bar
3. Click on the **From Beginning** icon

Tip: Running your presentation before beginning your Zoom session will make the presentation immediately available from the Share screen.

### Start Webinar

1. Navigate to [http://zoom.msu.edu](http://zoom.msu.edu/) and click the Login button
2. Click the **Webinar** tab, on the left navigation
3. Locate your previously scheduled webinar and press the **Start** button to initiate the session
4. Click the **Share** icon and select Screen. This will ensure everything on your screen is visible during the broadcast

Tip: If you have dual monitors you will need to decide which screen will broadcast your presentation.

### Stop Webinar/ Render Video

1. The session will record automatically. When you are done simply press the **Stop** button
2. The recording will begin rendering after you press the **End Meeting** > **End Meeting for All** button

Tip: Render time is proportional to length of session. Please expect to take 3-5 minutes to render your lecture.

### Upload Video

1. Log into MediaSpace:<https://mediaspace.msu.edu/>
2. Click on the **Add New** button
3. Choose a file to upload
4. Navigate to: \\Documents\ Zoom\[Session Name + TimeStamp]\zoom\_0.mp4
5. Double click on the file to upload to MediaSpace
6. As it is uploading, scroll lower on the page, enter a name for the video, and click the **Unlisted** option and hit **Save**

### Share link with students

1. Click on the **Go to media** link at the bottom of the page
2. Under the video there is a tab called **Share**, click on it
3. Copy the link it gives you to the **Media Page** and post that in D2L
	1. In your D2L course, click on the **Content tab**
	2. Click on the “**Add a module…**” field located in the left-navigation
	3. Type **Recorded Lectures** and press enter
	4. In the module, click the **Upload/create** button and choose the **Create a link** option
	5. Paste the link you copied from MediaSpace
		1. Complete the **New Link** window
			1. **Title:** Enter Link Name
			2. **URL:** Paste Zoom link from your clipboard
			3. **Open as External Resource:** Check

## **Additional Help**

For additional help and support, please visit [keepteaching.msu.edu](http://www.keepteaching.msu.edu) or the MSU IT Service Desk at local (517) 432-6200 or toll free (844) 678-6200.