Keep Teaching quick resources

Video resources

Recording Your Screen & Webcam Using Kaltura Capture

go.iu.edu/2mjj

Editing Videos Using the Kaltura Video Editor

go.iu.edu/2mjm

Canvas Discussions Overview

go.iu.edu/2mjn

Canvas Assignments Overview

go.iu.edu/2mjo

Canvas Announcements Overview

go.iu.edu/2mjp

Scheduling a Meeting from the Zoom Website

go.iu.edu/2mjq

Joining a Zoom Meeting

go.iu.edu/2mjr

Zoom Meeting Controls

go.iu.edu/2mjs

A Canvas Semester Checklist (primarily text; covers numerous features in Canvas)

go.iu.edu/2mjN
Keep Teaching quick resources

Knowledge Base documentation

Get Started with Zoom
go.iu.edu/2mjv

Using Zoom on a Desktop or Mobile Device
go.iu.edu/2mjw

Use Screen Layouts in Zoom
go.iu.edu/2mjz

Using Zoom for Large Meetings and Webinars
go.iu.edu/2mjA

Access and Publish Zoom Recordings in Kaltura
go.iu.edu/2mjB

Troubleshoot Zoom
go.iu.edu/2mjC

Install and Use Kaltura’s Personal Capture
go.iu.edu/2mjD

Upload and Share Video in Canvas with Kaltura
go.iu.edu/2mjE

Use the Embed Kaltura Media Tool in the Canvas Rich Content Editor
go.iu.edu/2mjH
Accessibility quick tips for online teaching

- Students with disabilities should be able to schedule, attend, and participate in Zoom meetings and webinars. For information on accessibility in Zoom, visit:

  Accessibility features in Zoom
  go.iu.edu/2mjS

- For more information on accessibility in Canvas, visit:

  Create accessible Canvas sites
  go.iu.edu/2mjT

  Student Accommodations in Canvas
  go.iu.edu/2mjU

- Note that Word files are often more accessible than PDF versions of the document so it is preferred to post Word documents in your course site. For more information, visit the following Knowledge Base documents:

  General guidelines for creating accessible documents
  go.iu.edu/2mjZ

  Make Microsoft documents more accessible
  go.iu.edu/2mk0

  Accessibility resources at IU
  go.iu.edu/2mk1

- If you have students with hearing impairments receiving accommodations such as sign language interpretation, CART, etc., contact the disability services office ASAP to discuss any needed accommodation changes. If you are providing lectures via Zoom, live captioning can be arranged; consider recording the lectures, and then uploading them to Kaltura for captioning.

- Provide lecture notes to students when possible.
Accessibility quick tips for online teaching

- Be aware that some students may need some time to work with their disability service coordinator and the Assistive Technology and Accessibility Centers (ATAC) to make adjustments to their accommodations. Be flexible and adjust deadlines and strategies to create an inclusive learning environment. Students with diagnoses such as Autism or anxiety may not adjust well to abrupt changes, making flexibility even more important.

- Strive for accessibility over accommodation. You may need to create alternatives if accessibility tools fail. Ask your students with disabilities about the best strategies to support them in your online course. If you have questions about adapting content, assignments, and activities for a student with disabilities, contact your campus office that serves students with disabilities or the Assistive Technology and Accessibility Centers (ATAC) as soon as possible:
  
  - Find your campus services for students with disabilities office’s contact information at:

  Resources for Students by Campus
  go.iu.edu/2mjV

  The ATAC can be reached at atac@iu.edu or (812) 650-2897.

- As always, students asking for accommodations who do not have accommodation letters should be directed to the campus disability services office to register.

- Students with disabilities taking online exams and quizzes should not be required to be proctored at the disability services office or other locations on or off-campus. Faculty are responsible to administer all curriculum and exams and provide maximum flexibility to students.

- Students with disabilities often will have extended time for exams/quizzes as an accommodation. Canvas allows instructors to provide extra time for individual students using the Moderate This Quiz function. For more, review:

  Once I publish a timed quiz, how can I give my students extra time?
  go.iu.edu/2mjR

  (If a student has breaks during exams as an accommodation, add in their total break time to their exam if there is no way for the student to stop and start.)