

WHICH TOOL SHOULD YOU USE?



A short guide to remote teaching



ASYNCHRONOUS LECTURES

KALTURA CAPTURE

Non-interactive lectures can be recorded using Kaltura's screencasting tool. Check out the short guide on Kaltura Capture [here](#).

- If you have prepared a PowerPoint presentation, you can use it to make a screencast with a voice-over. If you would rather not film yourself, turn off your webcam. You do not have to appear on-screen during the screencast.
- However, if you did not prepare a PowerPoint, we recommend turning on your webcam or using other media to support your voice-over.



SYNCHRONOUS LECTURES

KALTURA LIVEROOM

Kaltura LiveRoom can be used for synchronous lectures or seminars for up to 100 students. Check the [remote teaching website](#) for a detailed guide on how to set up Kaltura LiveRooms.

MS Teams can be used as a backup if Kaltura LiveRoom is not functioning properly.

ACTIVE LEARNING METHODS

Kaltura LiveRoom's functions can help you implement active learning methods (ALM) to engage students during your lecture.



ACTIVE LEARNING

BREAKOUT ROOM

QUIZZES

Use the Breakout room functionality to let students discuss a topic or practice language skills in smaller groups. The teacher can join each breakout room individually. You can set a timer for these sessions. Students will rejoin the main meeting when the timer runs out. You can then, for instance, let one of the group members present on what they have discussed.

Add quizzes to your lecture to make it more interactive. This functionality is accessible through 'Tools'. We advise you to use multiple choice questions if possible. If you want to ask open-ended questions you can have students answer by unmuting their microphones or through chat.

AUDIO VIDEO

WHITE BOARD

OTHER METHODS

Use the 'Playlist' function in Kaltura LiveRoom to make video and audio clips available for play during your lecture. You can do this by adding the video and audio clips to 'Files' and adding them to your playlist.

Students can use the whiteboard to brainstorm about a certain topic, for example. If you want to use the whiteboard function in Breakout rooms you should ask students to take a screenshot when they are done, as you will not be able to view the whiteboards after the break-out session ends.



DISCUSSION

SYNCHRONOUS

Host a live discussion on Kaltura LiveRoom. You might want to let students know the topic of discussion in advance through the LMS so they can prepare for the discussion properly.

- Tip: If you have a group of less than 20 students, we advise you to let them have their webcams turned on. They can raise their hands in front of the webcam if they want to add to the discussion. If you have assigned a student a turn they should unmute themselves. In larger groups, it is better to have students turn on the webcam once they have been assigned a turn.

KALTURA
LIVEROOM

BLACKBOARD
BRIGHTSPACE

ASYNCHRONOUS

If you want to set up an asynchronous discussion, use the discussion forum of your course on Blackboard/Brightspace. Here you can create threads for students to respond to. You can also, for example, have a student submit a weekly post to the forum and have other students respond.



STUDENT PRESENTATIONS

SYNCHRONOUS

Let your students present during your live lecture. Students should hand in their presentation beforehand so you can add it to the LiveRoom playlist. You can designate a student as the presenter and also give them permission to 'play shared files' so that they can control the powerpoint. Another option is to allow the students to share their screen. This can be set in the 'Participants' panel.

KALTURA
LIVEROOM

KALTURA
CAPTURE
+
TURNITIN

ASYNCHRONOUS

Students can also access Kaltura Capture through the Video Portal (a short guide is available [here](#)). They can use it to make short screencasts about certain topics, which can serve as an alternative format for presentations. They can submit their videos through Turnitin. Videos that are made with a different tool can also be submitted through Turnitin. Students can find out how to submit their videos [here](#) (4.2 Assignments).



1-ON-1 MEETINGS

If you want to organise meetings with a smaller part of your group or an individual student, you can set up a MS Team for your course. Students can sign up for your course using a code. After the students have signed up you can search for them by name and start a video call with one or more students. See [this manual](#) on how to set up MS Teams for more information.

MS Teams will also make for an excellent backup if Kaltura LiveRoom is having issues.

MS
TEAMS

You should always use the Turnitin function of your course on Blackboard or Brightspace (LMS) for the submission of paper assignments that require a check on plagiarism. For video assignments, use Pitch2Peer. If you want other students to check their peers' work, use Pitch2Peer or PeerMark, which are also integrated into your LMS course. More information on this and other forms of assignments can be found [here](#).



ASSIGNMENTS

TIP

Students can use MS Teams to work together on group projects. MS Teams allows them to work collaboratively in Word documents, share files, and meet online. They can make their own Teams or you could add them to a course with separate channels for each group if you want to see how they work together.

TURNITIN
PEERMARK
PITCH2PEER