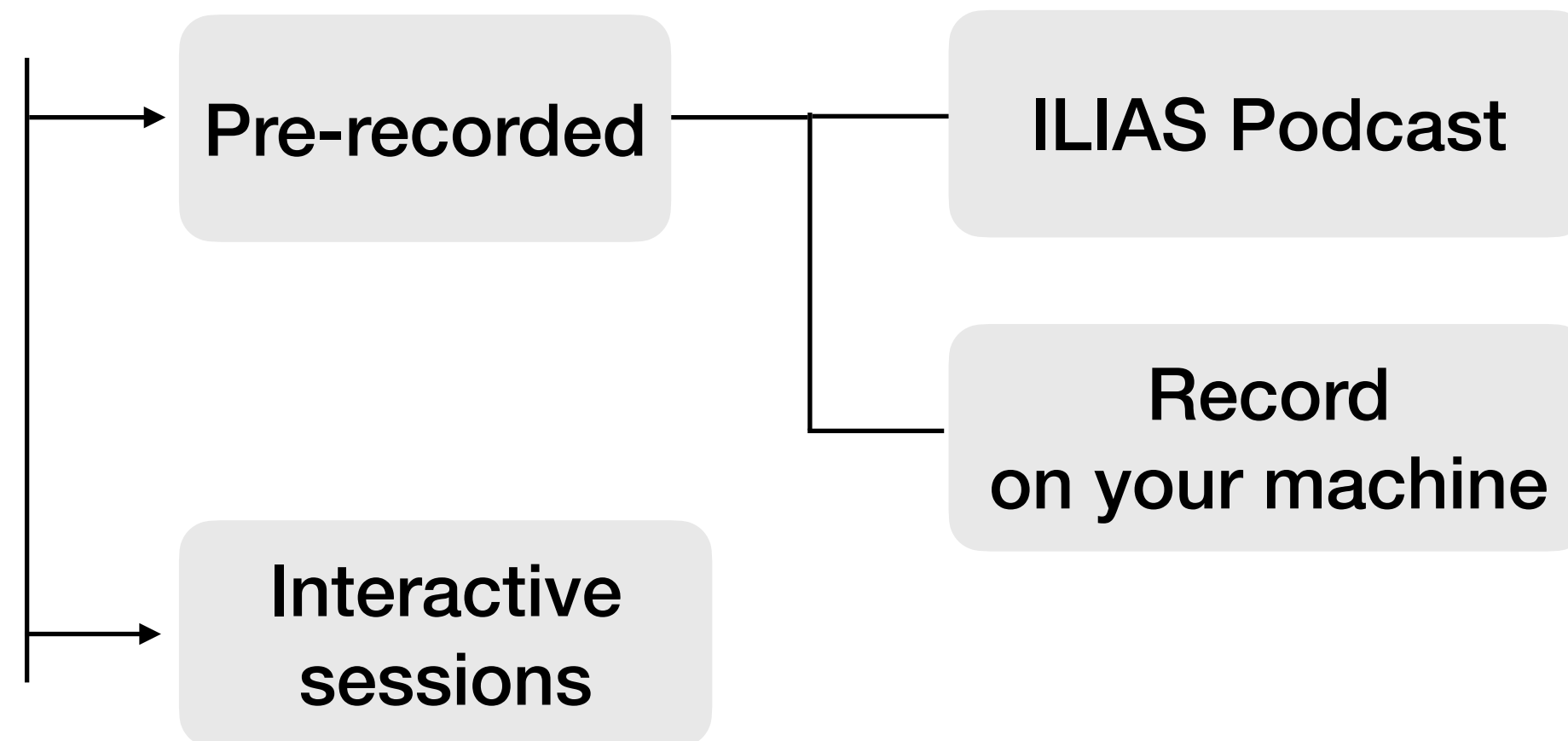


Organizing an online course

Tips and tricks

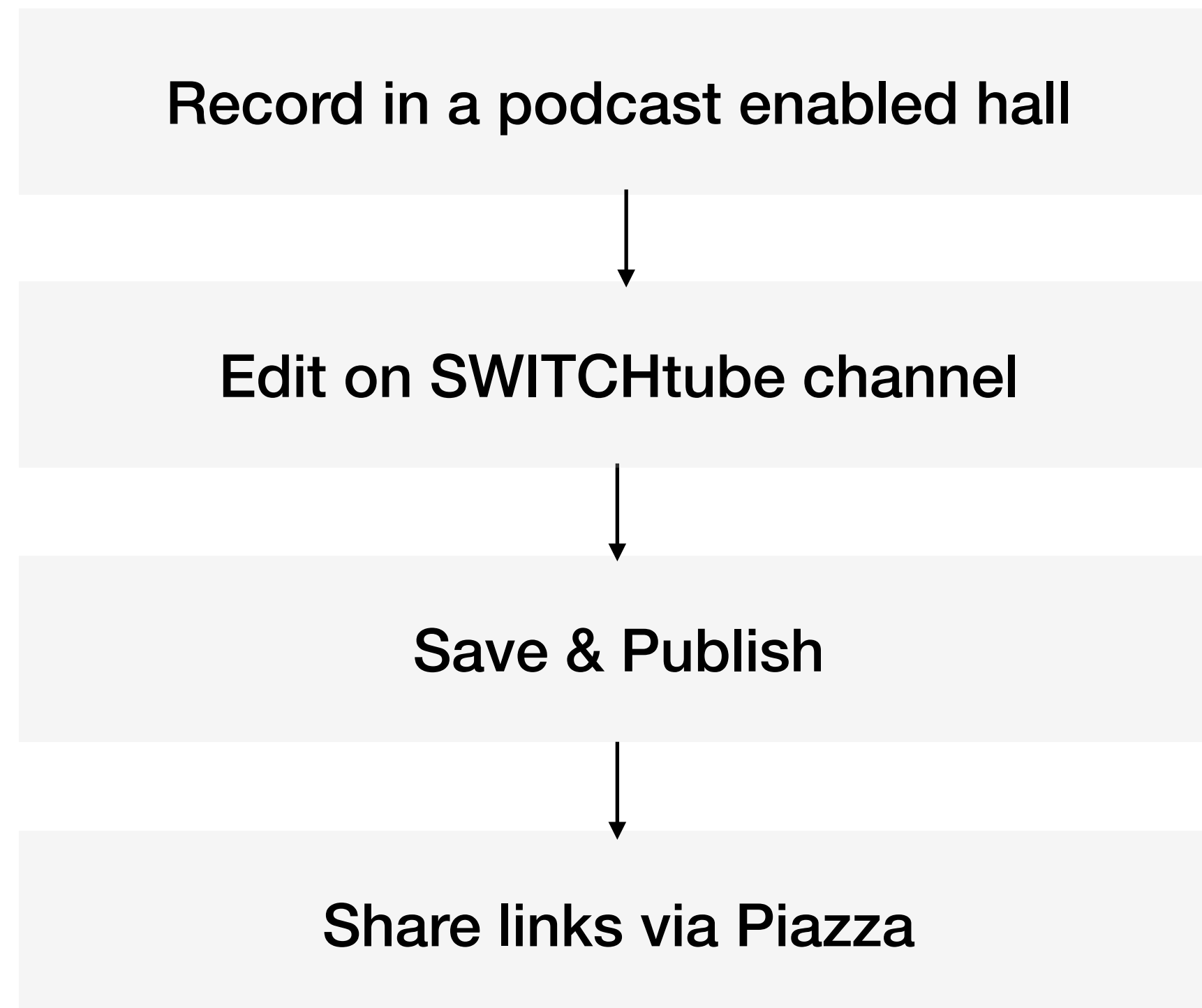
**Pooja Rani
Software composition group
University of Bern, Switzerland**

Present your lecture



Custom requirements: contact info@ilub.unibe.ch

ILIAS Podcast



have a SWITCHtube channel

SWITCH



Video servers are slow (generally takes few hours)

piazza

If you do not edit the podcast, they are automatically cut front, back and pause and uploaded on the course channel.

Record on your machine

Record using selected software



.....
select the recording software wisely

Record on your machine: Audio recording

Record using selected software



QuickTime: Mac

Voice Recorder: Windows

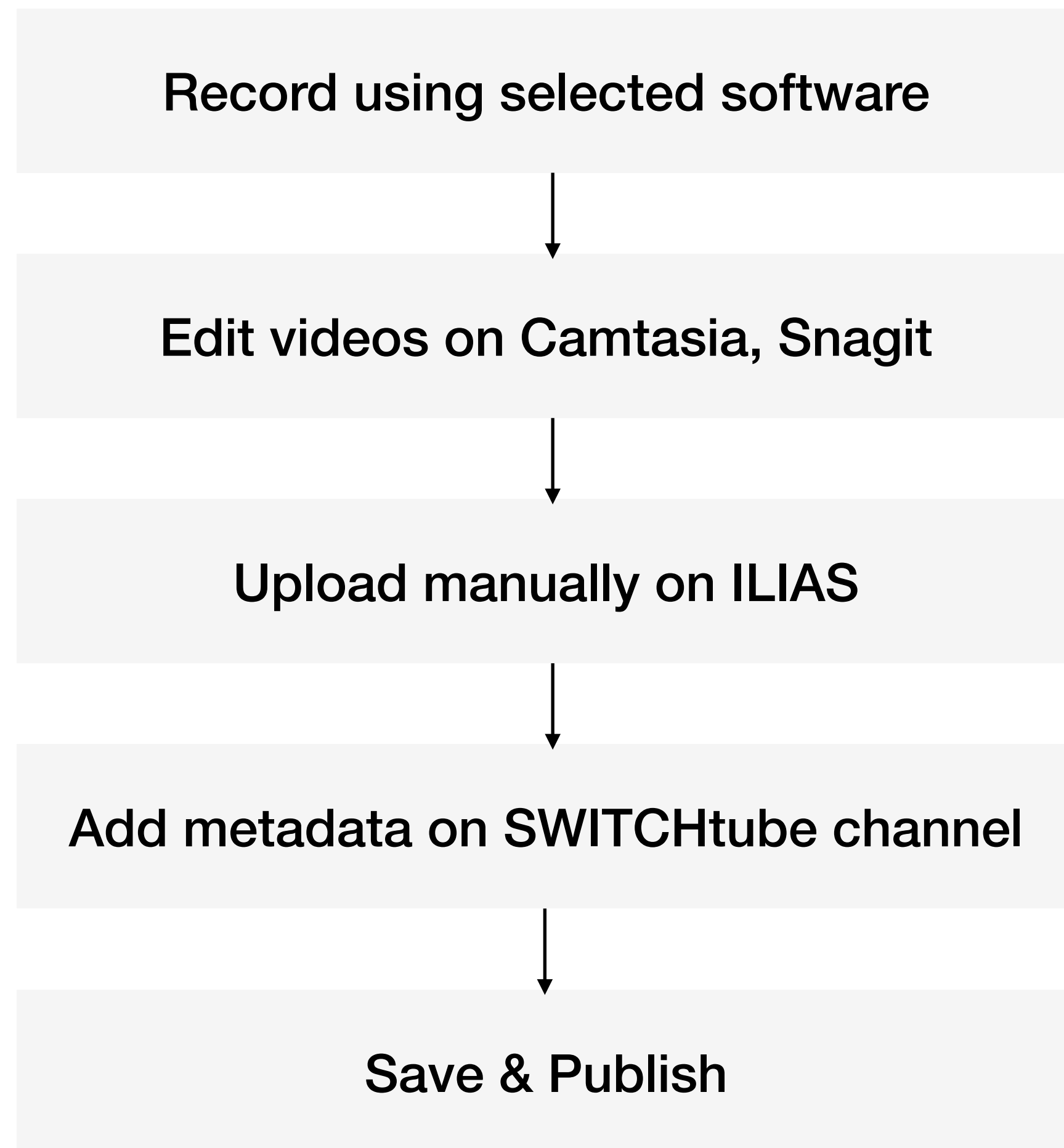
Record on your machine: Video recording

Record using selected software

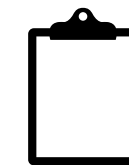


Camtasia, Snagit, PowerPoint, Zoom

Record on your machine: Video recording



Camtasia, Snagit, PowerPoint, Zoom



Get licensed versions from university software shop



Export the video with a resolution of 720p (to shorten the uploading time on ILIAS)



Compress a video prior uploading, not in case of zoom



Record and upload one day before

Snagit: for short videos and a quick solution.

Camtasia: for long videos, more professional editing options.

Zoom: Videos are already compressed.

Interactive sessions

- May appear an interesting solution but not an exact replacement.
- Need great deals of efforts and proper planning.

Lecture on Blackboard
(120`)

Zoom session (30`-45`)

Q & A session (10`-20`)

Attention span is short in online lectures and students have option to leave the lecture anytime.
Multiple short sessions are more useful than a long session.

Interactive sessions: Platforms from University

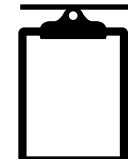
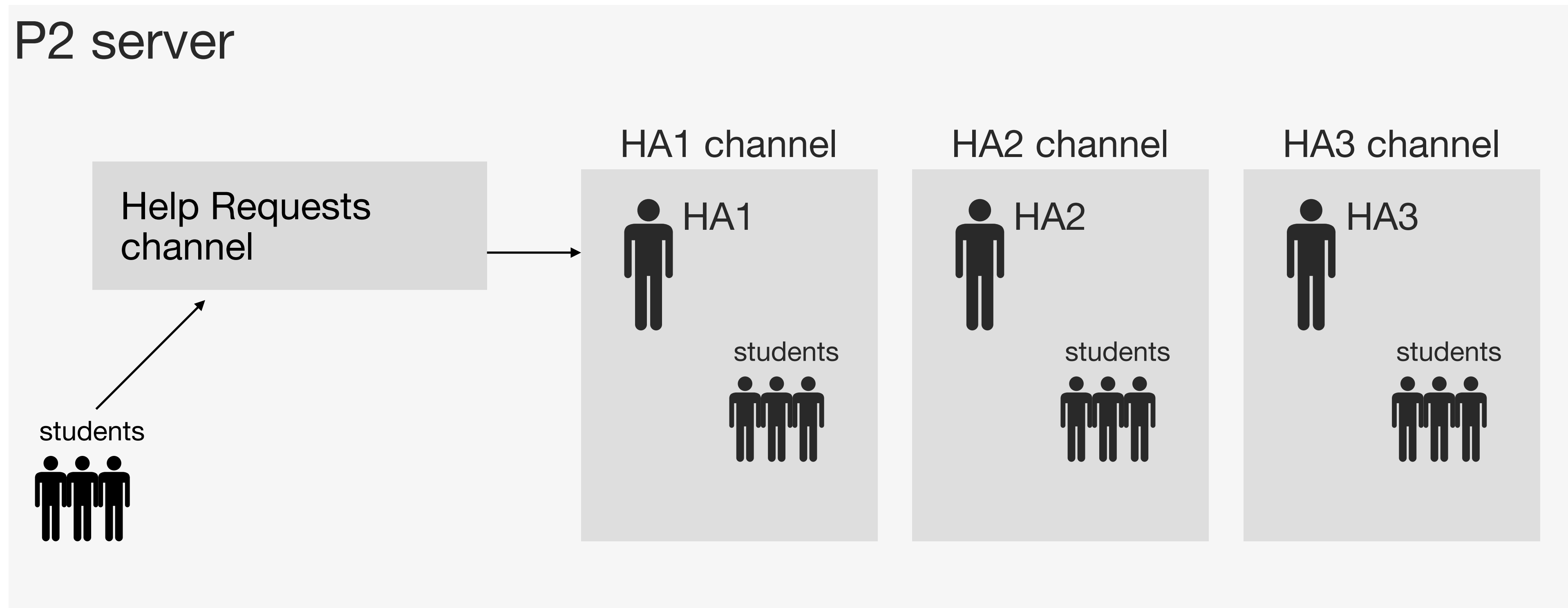
- **MS team**: For ad-hoc meetings, group size up to 20
- **Zoom**: for course and seminar, group size up to 300
- **Jitsi**: chrome browser, up to 15 people
- **Skype**: group meeting up to 15 people
- **Adobe connect**: webinars
- **CampusCloud**: cloud storage service (<https://tutorials.id.unibe.ch/ccs>)

Select according to number of students in your course, type of your course, and level of interactions you need

Interactive sessions: P2

- **Piazza**: live Q &A session (new feature)
- **Zoom**: for course and seminar
- **Camtasia**: for offline video recording and editing
- **Podcast channel**: for guest lectures and previous years recordings
- **Discord**: P2 pool hours

Why Discord for pool hours?



Now zoom also provides similar features with Breakout rooms feature

Discord provides the facility of setting up a server specific to the course.
In the course server, we can have multiple streaming channels specific to the assistants.

The trickiest part is to organize the exam

Exam organisation

- ILIAS
- Zoom

Exam organisation: ILIAS

- ILIAS as a platform
- Upload the exam questions that are available for a limited time.
- Determine the time window.
- Students can download, fill it and upload back the pdf back into the exercise.
- You can make the closed groups for the eligible students.

Not possible to use the ILIAS test tools for online exams



Not possible to monitor students while attempting the exam

Exam organisation: Online exam

How to **authorise** students?

How to **monitor** students?

How to **send** questions?

How to **track** time?

How to **collect** answers?

Exam organisation: Online exam

How to **authorise** students?

How to **monitor** students?

How to **send** questions?

How to **track** time?

How to **collect** answers?

We had to make our own ecosystem

Exam organisation: Online exam

How to **authorise** students?

How to **monitor** students?

How to **send** questions?

How to **track** time?

How to **collect** answers?

Zoom waiting room

webcam/phone camera

Dropbox links of pdf

Timer plugin in powerpoint

Email and **posts (snail mail)**

Exam organisation: Notes

- Self-declaration form (Selbständigkeitserklärung)
- Mail limit: 15MB-20MB, storage approx 50GB
- How to archive students' solutions?

Exam organisation: Communicate to students

- **Time interval:** exam time
 - **Sessions:** clarification, answering questions, submitting answers, answers verifications
 - **Format:** open-book, closed-book, 24hour
 - **Requirements:** software and hardware requirements
 - **Technical issues:** provide alternatives
 - **Answer format:** handwritten, text editor
-

Provide students with the telephone numbers (assistants) in case they are not able to connect to the exam zoom call or need to restart their system during the exam.



.....
Students should set up their zoom account using @students.unibe email address

Dry runs are the key to success in the online exams

Exam preparation sessions

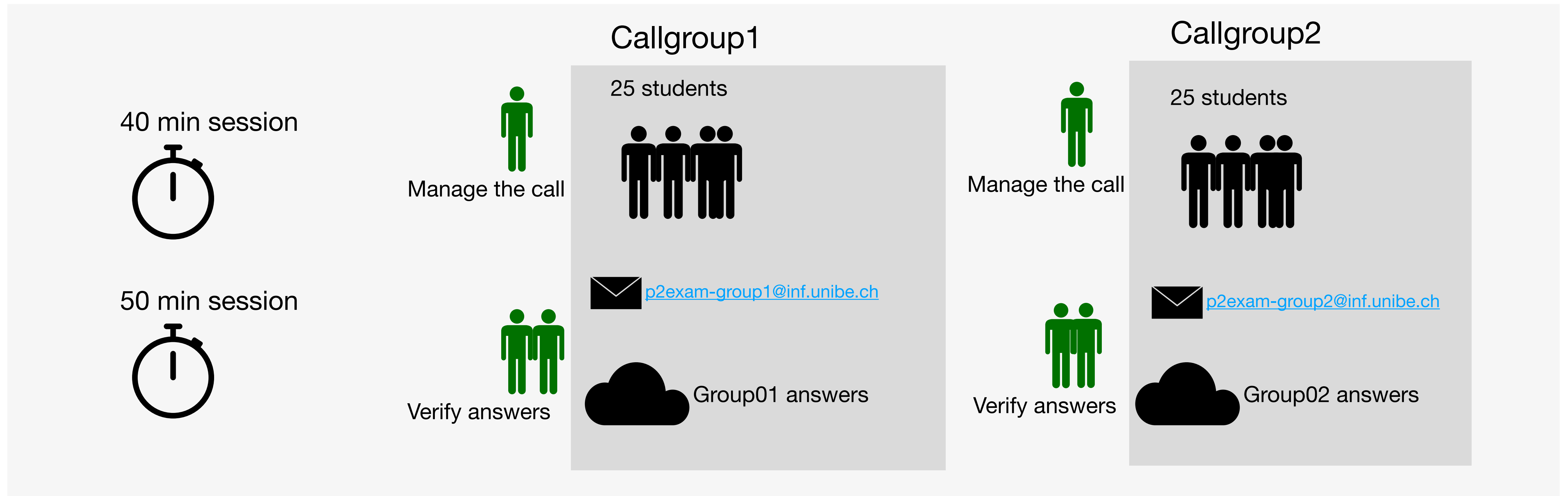
- Have an exam preparation session early enough (2-weeks)
- Use the same platform (Exam) to conduct this session
- Solve questions with students
- Describe exam setup in details

Mockup exam

- Measure the time in authorisation
- Measure the time in verification of the answers
- Check how many students you can monitor
- Test the exam setup (students and instructors)
- Determine call groups to authorize, monitor and verify answers faster

Collect all students queries from the mockup exam and compose a detailed post for piazza

P2 Exam setup



Zoom supports gallery view of 25 people, maximum 49 in advanced feature

Zoom call setup template

Topic
P2-exam-group01

Date
3/ 6/2020 09:30 to 3/ 6/2020 12:30
 Recurring meeting Time Zone: Zurich

Meeting ID
 Generated ID 934 0902 3384 Personal Meeting ID 333 659 4277

Password
 Require meeting password 900255

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from Switzerland [Edit](#)

Calendar
 iCal Google Calendar Outlook Other Calendars

Advanced Options ^
 Enable Waiting Room
 Enable join before host
 Mute participants upon entry
 Only authenticated users can join: Sign in to Zoom
 Automatically record meeting on the local computer

Exam Presentation

P2 Exam Schedule – start 10:00 (group1)

- 5 minutes: Session 1 – Distribute&Clarrify Questions
- 40 minutes : Session 1 – Answer Questions
- 10 minutes : Session 1 – Send answers

- 15 minutes: Break

- 5 minutes: Session 2 - Distribute&Clarrify Questions
- 40 minutes: Session 2 - Answer Questions
- 10 minutes : Session 2 – Send answers

Session details

Session 1 – Distribute&Clarrify Questions



Timer

During exam

- Verify students in the waiting room from KSL list
- Start the call half an hour early
- Start the exam presentation on time
- Verify the images in the emails and inform students.
- More details: <http://scg.unibe.ch/wiki/howtos/howtoorganizeacourseonlineexam?>

After the exam: Feedback

P2 exam feedback

Any feedback about the overall exam.

23 responses

piazza, and someone from the p2 exam wrote me a mail

It was nice and also fair. If you have solved the excercises, the exam wasn't very difficult.

Overall it went quite well and was really clear and well organized. I really liked that the most imortant informations were on piazza because in some other lectures there were tons of emails about the exam which can end up quite chaotic.

Everything was fine

It was well organized and fair

It was okay

The exam was pretty good

exam was very good organized thank you! Everything was clear.

I prefer not being at home for exams- too much responsibility that adds stress