LECTURE-BASED REMOTE INSTRUCTOR GUIDE

Curriculum Department

Version 1: September 2021

Instructor Checklist

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General Lecture-Based Training Guidelines:

Each course will have an accompanying appendix outlining changes to the course made for remote delivery. In general, there may be certain guidance that will need to be addressed during the preparation call and potentially explained to participants. These commands are logistical in nature and do not require any curriculum content changes.

These changes are generally reflected in the facilitation of group activities. Curriculum Content Pages and PowerPoints include instructions for in-person facilitation of group activities. Revisions for remote facilitation of in-person activities will be detailed in individual Curriculum Appendix Pages.

Preparation Call with Moderator

The moderator will be reaching out 1 ½ weeks to 2 weeks before training to a schedule preparation call.

The call will be held using Zoom, as this is the platform used for Remote training sessions.

Preparation call should occur within 1 week prior to the training.

During the preparation call you and the moderator will cover the following:

- **Reminder to check attendance at the beginning of the training**
    - Attendance form link: http://forms.cwrc.pitt.edu/attendance/
- Cover any questions about the remote lecture delivery.
    - Instructors should familiarize themselves with standard curriculum resources as well as the Curriculum Appendix Page for the course.
    - Discuss the details of group activities with the moderator.
- Check with moderator to see when to open the zoom room for the session.
    - Instructors should be entering the Zoom room between 8:00 and 8:15
- Discuss how you, the instructor, or the moderator would like to share the materials on the screen for participants
- **Ensure you, the instructor, have all materials (Word Documents and PDF's) needed for the session**
    - If you have questions about materials or are missing materials, please contact Jenna Meister (jem275@pitt.edu) **and** Andrea Bowersox (alb345@pitt.edu) who will provide the necessary materials
- Discuss how you would like to be notified from the moderator if there are comments or questions in the chat
- Discuss with moderator if you will be available to check-in with them during breaks as needed
- Identify any other areas of concern or questions either might have
    - If you have content related questions please contact Crystal Turner (cnt24@pitt.edu), Jenna Meister (jem275@pitt.edu), **and** Andrea Bowersox (alb345@pitt.edu) who will provide the necessary content related support. This includes questions about delivery methods.

Preparing for Training

Prior to or after the call with the moderator, and prior to training day, prepare for the training by:

- Organizing and reviewing all content materials
- Download needed handouts or documents to your desktop or device for easy access
- Review required prerequisite information
- Assess for potential timing adjustments needed
- Review Remote Training Etiquette provided to participants located here

Day of the Training (morning)

Before Participants Enter Zoom

- Enter the zoom room between 8 and 8:15.
- Together with the Moderator, follow the following directions to set up breakout rooms:
    - http://www.pacwrc.pitt.edu/InstructorHub/ManagingZoomBreakoutRooms.pdf
        - Switch the host role as needed between the moderator and the instructor
- Assign individual who is not the host (either instructor or moderator) as a co-host
- Activities in modules need changed to accommodate for use of Zoom. These changes primarily include:
    - Asking participants to enter their team "room" for small group discussion
    - Asking participants to return to the main group "room" for large group discussion and debrief
    - Having participants share their responses through the chat feature or verbally
    - Instructors/moderators sharing handouts, posters, blank word documents (as needed) on their screens to replace participants having handouts, seeing posters on the wall, and flip chart paper
    - Instructor/moderators share the link with handouts, or provide the handouts via zoom chat feature, to participants for access to the needed handouts when directed
- Open the Workshop Attendance Form. Located here: http://forms.cwrc.pitt.edu/attendance/
    - Use the form to check for completion of prerequisites. **Checking for completion of prerequisites MUST be done prior to the training beginning.** If the prerequisites are not completed, participants must contact their training liaison to reschedule their training session and are not permitted to remain in the training.
    - Make note of attendance however you choose, **but please do not submit the attendance form until the end of each training day**.

As Participants Enter Zoom

- Greet participants as they join the session. Confirm with participants that they can hear you and see the shared screen. Troubleshoot any technical difficulties. Conduct a final sound and screen sharing check before proceeding
- Monitor participant attendance at the beginning of the training.
    - It is important to make note of attendance at the beginning of both days of this session and after each break. **At the end** of Day 1 and Day 2 (if applicable), attendance must be

submitted to CWRC using the online Workshop Attendance Form located here: http://forms.cwrc.pitt.edu/attendance/
- Review the 15-minute rule. Ask participants to notify you right away if they are late joining the session after any of the breaks or if for any reason they need to leave the session today.
- Please review the Remote Training Etiquette document located **here**
- Ask participants to have something ready to jot down a few important notes that they will need to refer to throughout the session.
  - Provide the following and ask participants to take notes:
    - Workshop ID number

During Training in Zoom

- Remind participants to use webcams when they are able.
- There will be a 15-minute morning break, a 1-hour lunch break, and a 15 minute afternoon break.
  - If you would like to use it, the following link is to a website timer. Share your screen to show participants the timer. https://www.online-stopwatch.com/countdown-timer/
    - Open the link **scroll to the middle of the page**, the "start now" at the top of the page is an add.
    - Click under the timer on "Use the Countdown Timer Full Screen"
    - Type in the time you want, click set, click start. An alarm will sound when the timer runs out. If you want the sound to play for all participants, click the share sound button at the bottom of the share screen page.
  - Greet participants when they return and re-confirm that they can hear you and see your shared screen.
  - Remind participants about the 15-minute rule and to notify you of any time they need to step away.

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Moderator Resources

Instructor Hub Resources

Wellbeing Strategies for Remote Training Sessions

How to Connect to your Remote Training Using Zoom

Intedashboard™ Instructional Guide for Instructors

Steps for Participants to Log into Intedashboard™ via E-Learn

Common Intedashboard™ Tech Issues

15 Minute Rule

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Materials

[Curriculum Materials (Non-Foundations Materials)](#)

[Foundations Handouts and STS Mod 3 Instructors Guide](#)

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Who to Contact and When?
When support is needed, **please contact <mark>Gretchen Shea</mark>** by phone at **<mark>717-795-0948, email at</mark> <mark>(**gas84@pitt.edu**), or Team's message</mark>** and she will connect with the appropriate department for assistance.

*Please note moderators will support with contacting Gretchen Shea who will contact the appropriate individuals.

Revision History