

Wartburg College

Remote Learning Workshop

Agenda:

- Welcome (Stephanie)
 - Introductions (all)
 - Agenda
 - Purpose
- Emergency small steps (Stephanie)
 - Handout with checklist:
<https://docs.google.com/document/d/1VyOJpFjD0RI81WwiweGTRPuy85nK9EUHA9lDq4It8do/edit?usp=sharing>
- Available tools (Maryam)
 - Big Blue Button (video conferencing, team work, and recorded instruction)
 - Zoom (video conferencing and recorded instruction)
 - Uploading a video to Youtube (and adding subtitle)
 - Group Me (for announcements)
 - Telegram (for mobile-based communication)
 - Google tools-if needed
- Resources (Stephanie)
 - Resources Tab with Step-by-Step Guides
 - Handouts
 - Coursework
 - Gradebook
 - How to Record a Lecture
 - Embed Remote Content
 - My.Wartburg Course Shells & Pages
 - Discussion Forum
 - Zoom Page
 - Big Blue Button Page
 - Support Pages
- Creating a personal plan (Loni)
 - How to work successfully from home
 - What equipment do you have to do these activities if you were at home?
 - What else do you need to help support your efforts?
- Other training as needed (All)

Facilitators:

Stephanie TeKippe | Maryam Rod Szabo | Loni Abbas