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UMA COVID-19 Remote Resources_Students_Student Access to Online Course Resources

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Student Quick Tips for Learning Online

Updated 3/24/2020

Go-to Resources to Help you Learn Online Now

We recognize that this disruption in our normal academic year has an impact on you—our students. We also know that this exceptional moment has prompted lots of conversation and questions about how you will switch to learning online. UMA will do all we can to help all our students have a positive learning journey online while we cope with the disruptions caused by Covid19.

Below are a set of quick resources for students, focusing on basic tools students will need to use to get up and running.

To be clear, these recommendations do not equate to UMA standards for developing and delivering top quality online courses. They will, however, help you succeed and continue your education.

We expect this page will be updated as needed with our best information.

Visit the UMA Preparations and Planning for Covid-19 (Coronavirus) website for ongoing updates

<https://www.uma.edu/remote/>

Questions you may ask (Click):

[Go-to Resources to Help you Learn Online Now](#)

[Visit the UMA Preparations and Planning for Covid-19 \(Coronavirus\) website for ongoing updates](#)

[Questions you may ask \(Click\):](#)

[What tools and training is available to help me learn about the tools used in online learning and working remotely? Updated 3/24/2020](#)

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[Blackboard](#)

<http://uma.edu/faculty> - uma-fdc@maine.edu - 262-7979 - Zoom: <http://zoom.us/j/2072627979>



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[Student Quick Tips for Learning Online](#)

What tools and training is available to help me learn about the tools used in online learning and working remotely? [Updated 3/24/2020](#)

Open Courses About Virtual Learning Tools

- [Google Drive Essentials](#)
- [Office 365 for Educators](#)
- [Blackboard 9 Essential Training for Students](#)
- [Learning Zoom](#)
- **Kaltura and Blackboard Course - Full Playlist Topics:**
 - [02:52 - How to Upload Media](#)
 - [07:27 - How to Edit Media](#)
 - [05:40 - How to Use My Media](#)
 - [03:24 - How to Add Co-Publisher or Co-Editor](#)
 - [02:17 - How to Install the Kaltura Capture Application](#)
 - [03:26 - How to Embed Media in Context of Blackboard Course](#)
 - [01:31 - Interactive Video Quiz Gradebook in Blackboard](#)

Instructional Tools for Faculty and Students

- [University Tools for Remote Work, Teaching & Learning](#)
 - [Remote Access VPN](#)
 - [Remote Desktop Access](#)
 - [Labster Virtual Lab Simulations](#)
 - [Adobe Creative Cloud at home](#)
 - [Respondus Online Proctoring](#)

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- [Verify Equipment/Internet Access](#)
- [Tools to Support Remote Teaching](#)
- [Tools to Support Remote Work](#)

Providing Equal Access to Distance Curriculum

- [Resources for Maine Educators Teaching Online](#)

Do I have what I need to learn remotely?

- Assess your computer's capabilities
 - Do you have a computer that you can use at home? Using your mobile device should be possible but may limit what you can do online.
 - Does that computer have the programs that you need?
 - [Zoom](#), [Kaltura](#) etc. (Ask your instructors)
 - Do you have a web camera on your computer?
 - [recommendations for gear](#)
 - Do you have a headset or headphones and a microphone for web conferencing?
 - [recommendations for gear](#)
 - If you need to purchase equipment, here are some [recommendations for gear](#).

Will I have enough internet bandwidth to learn online? **Updated 3/17/2020**

- Assess the ways in which you will access your courses.
 - Do you have access to high speed internet?
 - Test your internet speed where you plan to access course materials. <https://www.speedtest.net/> If Download is higher than 2-3 Mbps - it is good to access course sites and submit your written assignments. For live video conferencing download/upload speeds of 4 /1 Mbps lowest are acceptable (you might have interruptions and screen freezing), 10/3 - normal quality. The higher the numbers - the better.
 - If you plan to use your phone do you have data caps on your mobile plan? Learning online, particularly watching video, can use a lot of data.
 - Free low-cost [Internet Access for Students and Employees - from UMS IT](#)
- If you don't have broadband access to the internet, consider purchasing it short term or using a library if you can. Be careful with open public WIFI at restaurants and other public places.
 - Limit use of live video (e.g. Zoom), [instead join a Zoom session by phone. Your instructor can provide the number to join by phone..](#)
 - Download videos when on WIFI for viewing later.
 - Use Blackboards and [Brightspace's](#) text based discussion forums
 - Self enroll in [Blackboard Essentials for Students](#)
 - Self enroll in [Student's, Welcome to Brightspace](#)

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How will I connect to my online course?

Blackboard

- Log into Blackboard. To do so, [login through the UMA portal](#), find your course in My Courses on the Blackboard home page.
- [Blackboard Essentials for Students Course](#)
 - Interactive, UMS account required. Enroll in this course on Blackboard to learn about how to take a course in Blackboard! You will view tutorials and get to practice using all of the tools your teachers will ask you to use.
- [Blackboard Documentation for Students](#)
 - This is the official help center from Blackboard with articles on every aspect of Blackboard, many showing step-by-step directions and screenshots so you know what you should be seeing on your screen.
- [Blackboard YouTube Channel for Students](#)
 - These short videos show you how to use the tools you will be using in your Blackboard classes. There are 28 videos for students.

Brightspace

- Some faculty are teaching in the new LMS, Brightspace. If your course is on Brightspace login using courses.maine.edu.
- [Student's, Welcome to Brightspace](#)
 - Interactive, UMS account required. Enroll in this course on Blackboard to learn about how to take a course in Brightspace! You will view tutorials and get to practice using all of the tools your instructors will ask you to use.
- [Brightspace YouTube Channel for Students](#)
 - These videos provide an overview of different tools in Brightspace Learning Environment.

What are the typical technologies for learning online?

- Options for learning online include:
 - Web conferencing with [Zoom](#)
 - Watching pre-recorded lectures (for example, made in [Kaltura](#))
 - Blackboard, [login through the UMA portal](#).
 - Brightspace, login using courses.maine.edu.
 - Google Drive, [login through the UMA portal](#).
 - University Email (Gmail), [login through the UMA portal](#).
 - Ask your instructor if they are using other technologies.

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Working, Teaching, and Learning from home using GSuite. **Updated 3/16/2020**

- Check out the latest updates in this [Learning Center article on tips for working/teaching/learning remotely](#).

What is Web Conferencing

- This can serve as a substitute for an in-person experience with your instructor and fellow students. It's important to keep in mind that successful web meetings require preparation by you.
- The University recommends using [Zoom](#) for web conferencing. Guides can be found [here](#).
- Test that you can connect to Zoom. You can do this by going to maine.zoom.us/test

Class Meetings, Group Work, Discussions & Office Hours

- There are a number of tools that may be used to hold synchronous or asynchronous conversations with your instructor when you are learning online.
- Synchronous Conversations:
 - [Zoom](#) can be used for class meetings, discussions, group work and office hours. It is important to remember that time zones may become a factor when you are learning at a distance.
 - Hangouts or Google Chats provide a way to connect in real time with an individual or with a group. Students who are part of the group but not online at the time of the discussion will be able to read the transcript the next time they log in to their maine.edu account.
- [Asynchronous Communications](#):
 - Announcements in Blackboard are an effective way to send information to the entire class at once. Your instructor may use announcements in Blackboard or Brightspace.
 - Discussion forums in Blackboard or Brightspace can be used for asynchronous communication between students and with the instructor. Depending on the bandwidth available, students can post a video response to the discussion forum as a way of sharing their perspective.
 - Google Drive documents, spreadsheets, and other items such as slides can be created and shared with other students and instructors. Tools for commenting, tracking changes, annotating and chatting are available within the documents and may be a good substitute for in person collaborations or group work.
 - Email can be used, of course, for communicating with individuals, groups, or with your entire class.

Course Materials, Readings, and Lectures

- Course materials, readings or documents can be uploaded to Blackboard, Brightspace or Google Drive. The syllabus can make finding information easier, be sure to read it.

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- Visit the [library](#) for support and resources.
- If you are not using Blackboard, readings or documents can be shared with you through Google Drive or as attachments to email.
 - [login through the UMA portal](#).
- Course lectures can be recorded using a web camera or screen sharing a powerpoint with [Kaltura](#).
 - This same solution will work for student presentations, and information to share with your instructor and fellow students. Learn about how to use Kaltura [here](#).

Assignments, Exams, and Grades

- Your instructor may create a space for students to submit assignments, papers, or projects online.
- The assessment tool set in Blackboard allows for multiple ways to create places for students to submit work. Faculty can evaluate the work and provide feedback and grades within Blackboard.
- Google Drive can be used as a depository for student work, and the tools of Google Drive enable commenting and chat features that can be used as feedback or collaboration tools.
- Student presentations can be recorded using a web camera or screen sharing a powerpoint with [Kaltura](#). These videos are easy to share online through Blackboard.
- Group presentations can be recorded with Zoom and either submitted to the instructor for review as an assignment in Blackboard or shared via Kaltura.
 - For peer feedback, these presentations can be shared with the rest of the class participants through a Discussion forum on Blackboard.
- Kaltura videos can be created with embedded quizzes.
- Exams or quizzes can be delivered through Blackboard.

Writing Support - Tutoring

- [VAWLT](#) (Virtual Accessibility Writing Library & Technology tutors), is a distance education resource for the University of Maine System. Our mission is to train outstanding students to provide learning support to peers, staff, and instructors of UMS courses offered in distance learning formats; to create reusable writing resources for our site and for Blackboard course pages; and to connect a virtual community of distance learners through social media.

UMA Library

- [UMA Libraries](#) support and enrich the UMA community by providing access and guidance in the use of library resources. Staff at our two locations in Augusta and Bangor support academic instruction in all areas and consult in the use of information resources in today's knowledge-based society.

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Moose Answers, UMA's Q&A Site

- This Q&A site is a place to ask your college questions and have them answered by a staff member. <http://discover.comevo.com/uma>

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