

## A Quick Guide to Online Teaching and Learning

Below are some common questions and links to their answers.

- **Looking for a Common Ground for your class?** BbLearn is helpful. It hosts your content, facilitates communication, and allows your students to take exams, submit assignments, and engage with one another. It also helps you make announcements, provide feedback, and post grades. Look at it as a platform for your class and know that *we're here to support you every step of the way.*
  - [Student Help](#) and [Instructor Help](#) menus are available on demand, 24/7, and
  - [Direct "live" support for faculty](#) is always just an email away.
- **Looking for ways to communicate with your students, live and in (virtual) person?** You can do this via [Zoom](#) and over the phone, using [Conference Now](#).
- **Want to [create a narrated PowerPoint presentation](#) for your students?**
- **Do you want to [embed a video or other content](#) (a Ted Talk, for example)? [How about just a quick-and-easy link](#)?** (The difference: embedded files reveal an image and draw students in more effectively).
- **Interested in [recording yourself or your class and storing those lectures and videos](#)?** *Awesome.*
  - **Once you have created a video/presentation, [it's time to upload it.](#)**
  - **What about FERPA? [Microsoft Stream](#)** is the answer and should be used for all [FERPA-protected video](#).
    - Zoom meetings that include student faces or names should be transferred to Microsoft Stream. Videos stored in Stream cannot be downloaded by anyone except the person who posted it.
      - **Here's a [quick link to help you upload your videos using Microsoft Stream.](#)**
- **Interested in [other commonly used tools](#) ([FlipGrid](#), [Padlet](#), [Voicethread](#), etc)?** We can help.

### Remember:

- **Don't Store Video in BbLearn** --It doesn't perform well as a video host, making it difficult, if not impossible, for students to successfully watch videos stored there.
- **Keep it simple** --Think about small changes that can help you accomplish your learning goals.
- **Be creative** --Ask yourself if there's another means to your ends. Ask us!
- **Be flexible** --Things will probably go wrong. That's alright. Talk to us.
- **Be empathetic** --Try to imagine how stressful this is for your students and be there for them.
- **Be well** --Seriously; this, above all else, matters.