



# Moving Online

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## Rio Grande Online Tools & Resources

Moving classes out of the traditional classroom setting requires careful consideration of the instructional goals, learning outcomes and the selection of appropriate substitutes. “Taking Classes Online” is an easy statement to make, but when thought-through, this alternative delivery modality requires solving many requisites to be an adequate solution.

- Do we have communications with all our faculty & students?
- Do we all have the necessary tools and connections? (laptops, mobile devices, Internet access)
- Can we agree on a set of tools that allow everyone involved to be successful?
- Does everyone know how to use these tools and have a Plan B for when things go wrong?

We should NOT assume all our community has Internet access, computers & smartphones. Video requires more Internet bandwidth than e-mail and Other Office 365 tools.

This document outlines the tutorials for supported technologies Rio can consider when determining the best tools that best fit “Taking Classes Online”.

## Internet Access

**HIGHLY RECOMMENDED:** Check your Internet Download and Upload Speeds. [SpeedTest.net](https://www.speedtest.net)

## E-Mail

**Office 365** is our single most important RioNET supported communications tool. All students and employees are provided a RioNET account and the web-based tools are proven dependable. E-mail is our “official” communication tool outside of USPS delivered mailings.

## Blackboard – Learning Management System

### URG Blackboard Help

[Blackboard Ultra Course View FAQ's & Information Sheets](#)

[Blackboard Ultra Instructor Orientation Course](#)

### YouTube Video Tutorials Playlist

[Blackboard Learn with the Ultra Experience Tutorials - Instructors](#)

### Blackboard Help Resources

[Blackboard Learn Help for Instructors](#)

[Webinar Training Series: Accelerate Your Transition to Remote Instruction](#)



### **Blackboard Collaborate:**

- [Start Here with the Basics!](#)
- [Blackboard Help for Moderators](#)
- [Managing Participants](#)
- [Recording Sessions](#)
- [Share Content](#)

## **Vidgrid – Video Recording & Playback**

### **Recording or uploading lectures:**

- [Using the VidGrid recorder](#)
- [Uploading an existing video or audio file](#)
- [Recording a PowerPoint presentation](#)

### **Recording an announcement for class:**

- [Recording webcam only](#)

### **Ensure accessible content for students:**

- [Adding closed captions to my video from my course](#)
- [Editing closed captions from my video](#)
- [Add translated captions to my video](#)

### **Adding videos into my course content.**

- [Insert a video into my Blackboard Original course](#)
- [Insert a video into my Blackboard Ultra course](#)

### **View student engagement on videos:**

- [Viewing analytics from a video](#)
- [Viewing analytics from the Portal](#)

### **Having students record videos:**

- [Instructor setup for student video assignments with the guest recorder](#)
- [Students recording using the guest recorder](#)

### **Engage students with formative assessments:**

- [Adding in-video questions to my video](#)

[Click here to visit the full Vidgrid library of tutorials](#)



## Respondus – LockDown Browser and Monitoring

Respondus Monitor resources: <http://respondus.com/monitor>

Training Webinar Schedule: <https://respondus.com/webinars>

Customer Success email: [training@respondus.com](mailto:training@respondus.com)

Technical Support & Knowledge Base: <https://support.respondus.com>

## Microsoft Teams – Quick Notes (from our offered campus trainings)

Microsoft Teams is an Office 365 web-based video conferencing and collaboration tool. It is like many others on the market, but it is our licensed application and fully capable when users have enough Internet bandwidth. It also can support simple audio conversations without video and allows PowerPoint presentation sharing. Teams apps are also available for Windows, MacOS, iOS and Android.

## Get Started with Microsoft Teams for Remote Learning

<https://docs.microsoft.com/en-us/MicrosoftTeams/remote-learning-edu>

<https://www.youtube.com/watch?v=oDevRaJ58Q0&feature=youtu.be>

Use the Teams Built In Help: Lower left corner => ?

### Support / Training Starters:

- **Welcome to Microsoft Teams**  
<https://docs.microsoft.com/en-us/microsoftteams/teams-overview>
- **End User Training**  
<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>
- **Video Training**  
<https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- **Lynda Teams Training**  
<https://www.lynda.com/Microsoft-Teams-tutorials/Microsoft-Teams-Essential-Training/697704-2.html>  
<https://www.lynda.com/Microsoft-Teams-tutorials/Microsoft-Teams-Quick-Tips/5030959-2.html>

### OTHER TIPS:

[A Conference Call in Real Life – Tripp & Tyler](#)

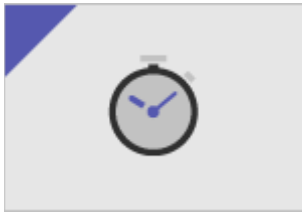
[A Video Conference Call in Real Life – Tripp & Tyler](#)

- Practice – call others, send test invitations, do a sample recording - Practice
- Have a Checklist: Room reservation, Podium or laptop, web camera, power cords...
- Know your equipment and your platform/application

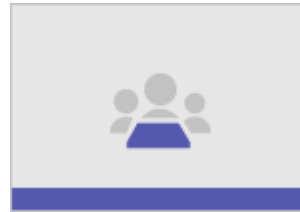


- Do a test call (offer interviewees a test call using your desk computer)
- Check your lighting/background and look at your view that will they see
- Wear simple colors and avoid pattern clothing
- Know when & how to mute microphones & avoid feedback and echos
- Do not talk over others – take turns and pause before starting
- Ask for help

## Microsoft Teams® Video Training



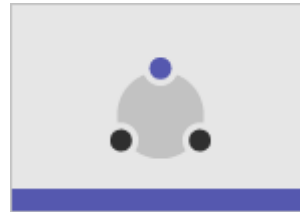
[Quick start](#)



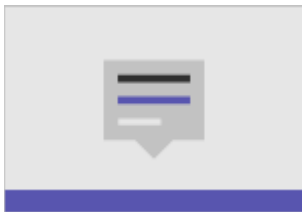
[Intro to Microsoft Teams](#)



[Set up and customize your team](#)



[Collaborate in teams and channels](#)



[Work with posts and messages](#)



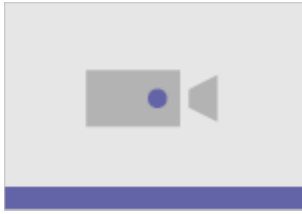
[Upload and find files](#)



[Start chats and calls](#)



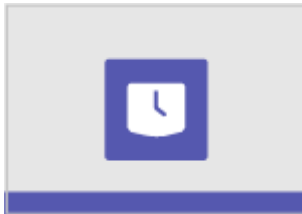
[Manage meetings](#)



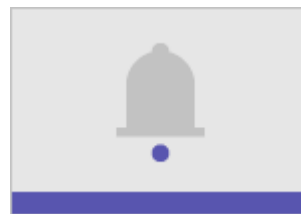
[Set up and attend live events](#)



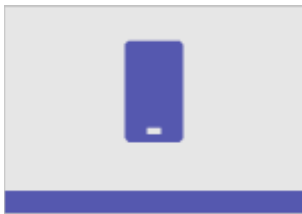
[Explore apps and tools](#)



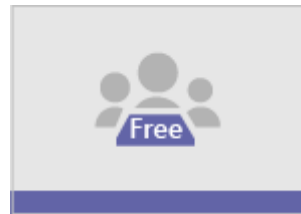
[Manage team schedules with Shifts](#)



[Manage your activity feed](#)

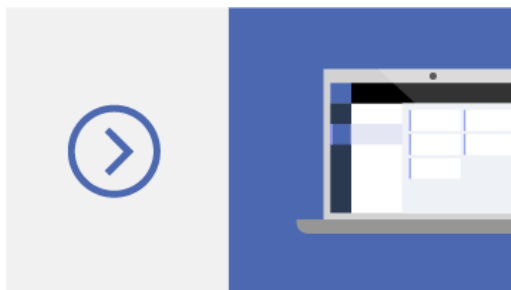


[Teams on the go](#)



[Get started with Teams \(free\)](#)

## Microsoft Teams® Featured Training



[Explore training](#)

### Microsoft Teams training

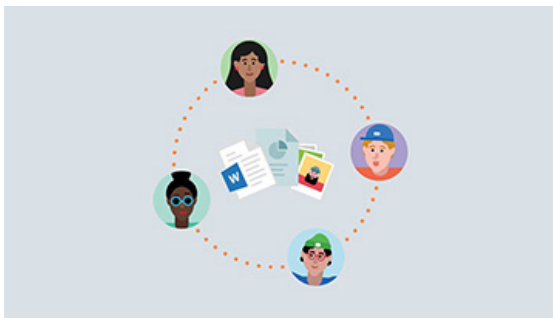
See the basics or explore more with these training courses.



[Start now](#)

### **Onboard your team**

Bring your team together on Microsoft Teams.



[Learn more](#)

### **Teams and channels**

Get organized with more focused conversations.



[Browse tips](#)

### **Tips for teams**

Discover tips to work smarter in the new Office Training Center.

RioNET Uses Microsoft Active Directory for Identity Management and it controls user logins to our computers, the wireless network and for many networked services through Single Sign On (SSO).

To permit guests access into services typical of students, faculty or staff, special “guest” accounts are enabled for just the limited time they are needed for usage and access.

After the requested time is over for the special access, Campus Computing & Networking (CC&N) disables and account and typically will reset the password for the next requested access period.



## RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance:  
<https://www.rio.edu/myrio>

**Campus Computing & Networking – support@rio.edu – 800-282-7201**