Teaching Students Who Are Unable to Attend Face-to-Face Classes

Providing students with needed instruction while they are absent from the physical classroom can be challenging. Students may be absent due to illness, quarantine, travel difficulties, or planned absences for other reasons.

In this guide, we'll share some quick and helpful resources to help you, as a faculty member, provide students with instruction when they cannot be physically present in class.

As you read through this guide, keep in mind that the way that you use the technologies described may depend on the classroom space you were assigned, as well as your instructional goals. While all classroom spaces have similar essential hardware, you'll want to know what to expect when you enter the room where you'll be teaching.

Synchronous or Asynchronous Instruction?

[U]Tech has technologies available for both synchronous and asynchronous instruction. If you feel synchronous instruction is essential, then Zoom may be a central component of your strategy. *(Please note that you may choose to conduct your class on Zoom for all students during the regular class time or may prefer to schedule a separate Zoom session for students who cannot be in the physical classroom.)* On the other hand if asynchronous instruction is acceptable, then Echo360 provides a number of ways to capture content via technology in classrooms with relatively little instructor attention and effort.

Available Academic Technologies

Classrooms

Once you have determined whether you would like to provide asynchronous or synchronous instruction (or both!), use the following websites to determine which technologies are available to you in your classroom. [U]Tech staff can provide training and support using these technologies.

- [CWRU List of Classrooms & available equipment](#) - select your classroom to learn more about the available equipment and teaching tools
- [Samson Pavilion Classrooms & available equipment](#) - select your classroom to learn more about the available equipment and teaching tools
- [CWRU Echo360 Classroom Locations](#)

Digital Applications

Zoom

What's it used for: Live audio and video conferencing, with the ability to record and view later.

Where to use it: Anywhere you can have a computer, tablet, or mobile device with a camera, microphone, and strong internet connection. All [Level 3 and Active Learning Classrooms](#) have Zoom-enabled cameras connected to the classroom computer, though you can bring your own laptop to any classroom space as well.

Resources: The Zoom for Teaching page on the [U]Tech website contains a number of guides, including getting started with Zoom, sharing your screen, and recording presentations.

Additional information: Zoom allows you to share your screen, enabling you to present from PowerPoint, Google Slides, and other software tools. Zoom's breakout rooms feature allows you to assign students to small, temporary discussion groups during class time. Zoom can also be used for virtual office hours. Zoom's recording feature is easy to use, but please see the Echo360 section below for a longer-term storage option.

Echo360

What's it used for: Recording and sharing instructional content, either as lecture capture or using recording software.

Where to use it: For lecture capture, you'll need to be in a classroom that supports recording. Otherwise, Echo360's Universal Capture software can be used to record asynchronous content. Echo360 can also store recordings made elsewhere, like Zoom recordings or videos from your phone.

Resources: TLT's Echo360 page has guides for setting up Echo360, as well as common class usage instructions. For specific Echo360 questions, contact echo360@case.edu.

Additional information: Echo360's storage lasts longer than Zoom's for recorded meetings, but your Zoom recordings can be easily imported to Echo360. Additionally, Echo360 allows you to reuse content from previous courses if you've used it in the past− or keep new content for future courses. If you are in a room equipped with an Echo360 PRO device, you can request lecture recording by filling out the request form.

Canvas

What's it used for: Storing and distributing course materials, posting and collecting assignments, quizzes, discussions.

Where to use it: Anywhere you have an internet connection, via canvas.case.edu or the iOS/Android Canvas Teacher apps.

Resources: See TLT's Using Canvas for Online Learning guide. For specific Canvas questions, contact canvashelp@case.edu.

Additional information: A number of other services, such as Echo360 and remote testing, rely on Canvas in order to properly function.

Supplemental Hardware

iPads

What it's used for: To enhance teaching and learning and the classroom and remote environments while presenting and annotating during class, virtual office hours, or providing feedback on student work.

Pick Up: A limited number of iPads are available to borrow for use during instruction. To schedule an appointment, please contact help@case.edu.

Resources: To learn about how iPads can make remote teaching easier, see our Faculty iPad video series.

Additional information: If you already have an iPad, the video series linked above can provide information about functions that can help with teaching.

Need additional help or advice in preparing to provide instruction to students unable to come to your classroom?

In-Person Classroom Training

Opportunities are available to practice using classroom technologies and get questions answered by [U]Tech staff:

Wednesday, January 19
- Nord 410 - 8:00am - 9:30am
- Nord 410 - 4pm - 5:30pm

Thursday, January 20
- Nord 400 - 11:30am - 1pm

For additional classroom technology support, please contact the [U]Tech Service Desk at help@case.edu or (216) 368-HELP.

Additional Support

Drop-in and Office Hours

Full details, including Zoom information to join, are available on the Teaching + Learning Technologies calendar.

Canvas Support

Questions about Canvas can be sent to canvashelp@case.edu, or to the [U]Tech Service Desk at help@case.edu or (216) 368-HELP. You can also reach out to Instructure Support via the "Help" button in Canvas.

Echo360 Support

Questions about Echo360 can be sent to echo360@case.edu, or to the [U]Tech Service Desk at help@case.edu or (216) 368-HELP.

Poll Everywhere Support

Questions about Poll Everywhere can be sent to polleverywhere@case.edu, or to the [U]Tech Service Desk at help@case.edu or (216) 368-HELP.

Zoom Support

Questions about Zoom can be sent to the [U]Tech Service Desk at help@case.edu or (216) 368-HELP.

Technology Support

Contact the [U]Tech Help Desk if you have any technology questions, to request a one-on-one consultation, or to get advice for teaching with technology.