

# Teaching through Disruption

(<https://teachingcenter.wustl.edu/resources/teaching-through-disruptions/>)

This brief guide helps you find alternatives for these situations and allows you keep teaching and enables your students to keep learning.

## Key Ideas:

- Communicate with your students right away: Even if you don't have a plan in place yet, communicate with your students as soon as possible, informing them that changes are coming and what your expectations are for checking email or Canvas so you can get them more details soon.
- If there is a university-wide or community-wide emergency point students towards authoritative sources of information like [WashU Emergency Management](#) and make sure you are using the WUSTL App for [Apple](#) or [Android](#)
- Preview your course schedule to determine priorities: Identify your priorities during the disruption— providing lectures, structuring new opportunities for discussion or group work, collecting assignments, etc.
- Think about what aspects of a course are essential and focus on those elements. Give yourself a little flexibility in that schedule, just in case the situation takes longer to resolve than you think.
- If possible, pick tools and approaches familiar to you and your students: Try to rely on tools and workflows that are familiar to you and your students and roll out new tools only when absolutely necessary. Practice using tools (like Zoom) before you use them live.
- Clarify expectations for students including participation, communication, and deadlines. As you think through those changes, keep in mind the impact this situation may have on students' ability to meet those expectations, including illness, lacking power or internet connections, or needing to care for family members. Be ready to handle requests for extensions or accommodations equitably.

## How-To Guides:

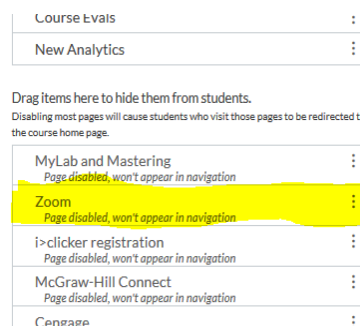
### How to Host a Meeting in Zoom:

Zoom is available to all faculty, staff and students at Washington University.

**The Zoom app and Respondus LockDown Browser app (external tools) have been added to Canvas production. They are disabled by default, but are visible in any course's Settings > Navigation page and can be enabled by instructors/support/admins.**

If "Zoom" is *not* visible in Canvas

- Click on "Settings" tab in the navigation menu
- Click on "Navigation" tab
- Locate the "Zoom" tabs
- Drag "Zoom" tab up to the top box. (See Figure 1)
- Click "Save and Exit" to the "Home" page.
- Both tabs in the navigation menu.



Access your Zoom account outside of Canvas at <https://wustl.zoom.us>.

To Sign In: Go to <https://wustl.zoom.us> and click on Sign In with your WUSTL key credentials

To Schedule a Meeting: Open your Zoom client and sign in to Zoom.

Click on the "Schedule" icon. (This will open the scheduler window.)

Select your meeting settings.

Topic: Enter a topic or name for your meeting.

Start: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes.

The meeting will not end after this length of time.

Time Zone: By default, Zoom will use your computer's time zone.

Click the drop-down menu to select a different time zone.

Recurring meeting: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

## Video

Host: Choose if you would like the host video on or off when joining the meeting.

Even if you choose off, the host will have the option to start their video.

Participant: Choose if you would like the participants' videos on or off when joining the meeting.

Even if you turn off, the participants will have the option to start their video.

Audio: Choose whether to allow users to call in via Telephone only, Computer Audio only, Both, or 3rd Party Audio

Advanced Options: Click on the arrow to view additional meeting options.

Require meeting password: Remove the check to require a password

Click "Schedule" to finish and open the selected calendar service to add the meeting.

Email the URL all attendees.

Clicking the URL link will launch Zoom meeting. If the Zoom app is not installed, it will prompt you to do so.

For additional help on setting up a meeting please view the following recording:

[https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc_load_policy=1)

If students need help with Zoom on their computers, please have them view the following video:

[https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1)

## How to Record from Your Computer to Your Course Inside Canvas:

To Record: Open Canvas

Locate "Kaltura My Media" tab

If "Kaltura My Media" is *not* visible:

Click on "Settings" tab in the navigation menu

Click on "Navigation" tab

Locate the "Kaltura My Media" and "Kaltura Media Gallery" tabs

Drag each tab up to the top box. (See Figure 1)

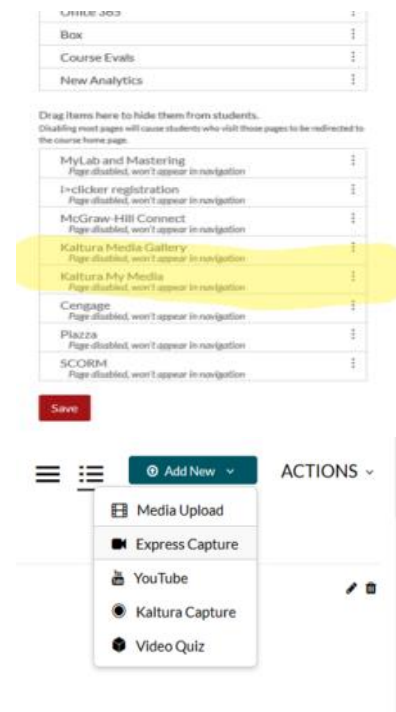
Click "Save and Exit to the "Home" page.

Both tabs in the navigation menu.

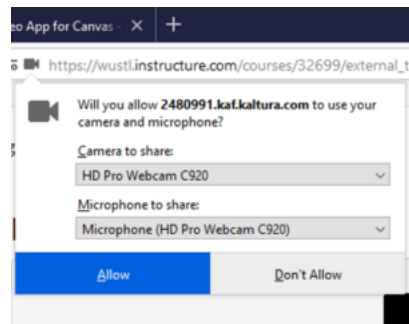
Click on the "Kaltura My Media" tab in the navigation menu.

Click to open the "Add New" drop down menu (located in the top-right corner)

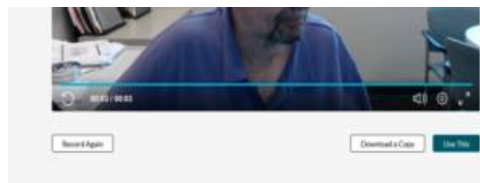
Click on the down arrow and select "Express Capture". (See Figure 2)



If you have multiple input sources, you will see a pop-up box. (See Figure 3)  
Select the input sources to use from the drop down list  
Click "Allow"



Click the red "Record" button.  
Click the "Stop Recording" button when recording is complete.  
If you are satisfied with the recording, click "Use This."  
If not, click "Record Again." (See Figure 4)



To Publish a Recording in The Kaltura Media Gallery:  
When recording is complete, you will be directed to the "Publish"  
page.

Type a name for the recording

Type a description (Optional)

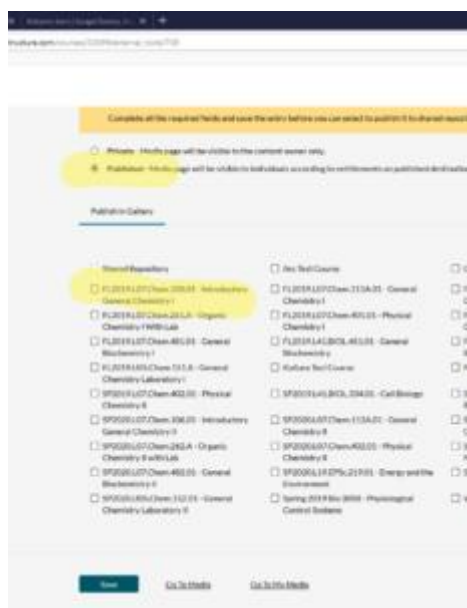
Click to check the "publish" button

Select the course(s) with permission to view the recording.

Click "Save." (See Figure 5)

The recording will now be available to your students to your students  
in The Kaltura Media Gallery.

Please be aware it could take longer than one hour for large recordings  
to be available in The Kaltura Media Gallery.



## More Resources

Microsoft Teams: <https://it.wustl.edu/home/how-to/office-2016/microsoft-teams/>

Teaching through disruptions\_Teaching Center

<https://teachingcenter.wustl.edu/resources/teaching-through-disruptions/>

Keep Teaching\_Indiana University: <https://keepteaching.iu.edu/strategies/index.html>

Conference in Canvas: <https://community.canvaslms.com/docs/DOC-10738-67952724138>



**Canvas Technical Support (24/7)**

@ **1-833-639-7629**, or **click the Help button**

on the Global Navigation Menu in Canvas  
to start an instant-message chat session.