

More tips, suggestions, and options for delivering classes online

Hi everyone,

Over the last couple of days, we have been received several inquiries about different options for delivering class material online. Thank you very much for your engagement and rapid and proactive problem-solving approaches. We have tried to answer everyone individually, but realize that some people who have not written may have some of the same questions, and we would like to help you answer these questions and consider different available options. Nick Noakes from CEI very helpfully summarized the available options in an email exchange we were having, and he agreed for us to circulate his email (with some edits). Please find Nick's email below, with my comments appended [in brackets] where appropriate.

Thanks, and hope you are taking care and staying safe. As always, please let us know if you have any questions.

Best,

Anirban.

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Hi everyone,

I think bottom line is options here, so that professors can do whatever they are comfortable with and what is most effective and efficient for them.

Help resources. CEI created a webpage (<http://cei.ust.hk/adopting-online-teaching-and-learning>) about options that was emailed out on Friday I think. [AM: There is also a repository specific to SBM: <http://www.bm.ust.hk/en-us/faculty-and-staff/teaching-and-learning/information-about-zoom>. Even if you have used Zoom before, I recommend viewing one of the tutorials, by Roger, Ekkachai, or Ronald.] The webpage contains a hotline number (2358 8036) so that you can talk with one of the CEI staff about options. I've already had one email from a faculty saying they used the hotline after reviewing options on the webpage and thanking us for offering this, so I hope it will be useful for others too. We did this as we thought colleagues may well have additional questions in the context of their own specific course, either to help them narrow down options or having follow-up questions once they had narrowed down their preferred option(s). Having said that, we can only man one telephone line (staff rotation/roster) so am not sure this line will get 'busy'.

Accessing RVC in China: Re: [problems regarding accessing] RVC in China, I've just emailed PTC to see if they know about this and can comment but please see my comment below about other options and Zoom recording of just yourself.

Storing recordings on Zoom: The issue over storage space on Zoom's cloud server is being followed up on by the University. ITSC is in discussion with Zoom over this. A 90-minute recording

is somewhere in the region of 450MB. Using Zoom cloud servers would be the simplest as you would only need to send students the meeting/webinar recording link ... giving 2 urls ... the standard zoom.us one you are given and copying and editing zoom.us to zoom.com.cn for those in China. [AM: As of now, this means we can upload recordings of up to two classes at a time, so we will need to take down recordings as we go along. Please remember to use “save to cloud” and NOT “save locally”.]

Zoom in China: ITSC has already tested Zoom with colleagues in mainland China and they said it worked fine. [AM: Please see the SBM repository linked above for instructions.]

Uploading videos to Canvas: If you do decide to upload video files to Canvas the current space limit per course is 1GB but if you email canvas@ust.hk you can ask for this to be increased to 2 or 3GB. The CEI/ITSC Canvas team have already done this for a number of courses from submitted email requests. The concern we had with Canvas is that we have had feedback from students/colleagues working from China, that sometimes is accessible and sometimes it isn't. This seems to be to do with the stability and bandwidth of the particular local network the person is using and not access, as Canvas is currently not blocked in China. ITSC has been testing this and will monitor I'm sure.

Other options.

Alternative to RVC. Schedule a Meeting (no need for Webinar) in Zoom just for yourself. Enter the Meeting and record your lecture, in the same way you would have done with RVC in an empty classroom. This was suggested by a faculty in a Zoom orientation in SHSS yesterday. You can do this from home and the quality would be good. For students to feel teacher presence in an online video lecture, you only really need to have the headshot of the teacher talking for the intro and for a quick summary at the end, where you also perhaps foreshadow the next session as you might do in a class where everyone is physically present in the same room. This is what OpenU in the UK and HK and others do with their lectures from professors.

PPT with audio narration. This came up in Ted Clark's sharing sessions and I think is also a good option. Peter Mackay in FINA (pmackay@ust.hk), said he has used this a lot and it was quick and easy to create and distribute. I think this is much easier to do and you don't need to bother with video. Before contacting Peter, you may want to check out the section on using PPT with narration in place of a recorded lecture including a guide and video tutorial on the CEI webpage mentioned above. Please go to <http://cei.ust.hk/adopting-online-teaching-and-learning#prerecord-video> for this specifically. [AM: Another option is to record these PPTs and upload them BEFORE CLASS, and use zoom during class times to walk through the slides (without the pre-recorded audio), to answer questions in real time. There would be no points for participation, so this would be more like a tutorial session. Those who cannot attend this discussion, don't, but at least they don't miss out on the PPTs.]

Hope this helps.

Nick

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