**GSBS Tip Sheet  
Webex/Zoom course delivery**

## **Step 1: Contact your students as soon as possible and inform them of** your expectations with regards to checking email, linking in to Webex/Zoom lectures and meeting deadlines.

## **Step 2: Review your course schedule/syllabus to determine if new expectations are warranted based on what** you think you can realistically accomplish during the semester in a Webex/Zoom format**.** You may have to reconsider some of your expectations for students, including participation, communication, assignments, exams and deadlines. As you think through these changes, keep in mind the impact this situation may have on students' ability to meet those expectations. Be ready to handle requests for extensions and/or accommodations.

## **Step 3: Communicate with students** about how to access lectures and materials throughout this process. You will need to explain as clearly as you can what students can expect for the course. Be sure to cover what students are responsible for doing, how they can find the things they need to meet those responsibilities, and what they should do first. Make sure the lines of communication are two-way with multiple options to get in touch with you (text, messaging app, email, video call).

**Webex/Zoom Recommendations**

* **Use slides and screen sharing** within Webex/Zoom to make sure material is visible to students who may have a slow Internet connection or who may struggle to hear the audio.
* **Display an agenda on your first slide** at the start of the class session so that students know exactly what to expect during the Webex/Zoom session.
* **Use the chat option of Webex/Zoom** to moderate discussion, “call on” a student to speak, resolve technical difficulties, etc. Assign a student to moderate the chat and make sure important questions/comments are addressed.
* **Rethink your classroom activities** to make the class more interactive even if Webex/Zoom students do not have ideal connections and are not able to hear and see everything perfectly.
  + Have students write and comment together on a shared Google Doc.
  + Try using Google Forms to collect student responses and then share results with all students.
* **Consider making discussion questions and lecture slides available in advance** by email so that students can access the materials if screen sharing does not work.

**GSBS help with technical issues/Webex/Zoom:** [gsbs.support@uth.tmc.edu](mailto:gsbs.support@uth.tmc.edu)

**GSBS help with pedagogical/curricular/academic affairs issues:** [Eric.C.Swindell@uth.tmc.edu](mailto:Eric.C.Swindell@uth.tmc.edu) or [Kelly.Ann.Moore@uth.tmc.edu](mailto:Kelly.Ann.Moore@uth.tmc.edu)