Preparing Your Course for Summer: Drop-in Consultations with an Instructional Designer
Tuesdays, 1-2:30 pm
Zoom Link: https://ucla.zoom.us/j/98376801819?pwd=eFQ1YlIQyT3JkTWpJTWdKldLUUNDZz09
For the following dates: 4/21, 4/28, 5/5, 5/12, 5/19, 5/26, 6/2, 6/9, 6/16

Preparing Your Course for Summer: The Basics
Join Online Teaching & Learning team facilitators Kerry Schutt Nason and Ava Arndt for a Zoom session designed to help you get started for teaching remotely this summer. Topics to be addressed include:
- the pros and cons of live classes versus delayed video lectures;
- content creation: videos, documents, films, readings;
- best ways to interact with students;
- what is a Learning Management System (LMS), its basic functions, and how can you use it to organize your course; and
- how Summer Sessions policies and practices function within online delivery.
We will showcase some sample remote courses and, depending on interest, we may run a collaborative breakout session for those teaching small and large classes. This session is geared to summer instructors, as well as those who would like continue to work on their Spring classes.

Preparing Your Course for Summer: How to Produce Video Content
The video production team from Online Teaching and Learning will walk you through at-home options for recording your own video lectures. Options include narrated PowerPoint, pre-recorded Zoom presentations and interviews, informal just-in-time webcam videos, and more sophisticated, edited videos for those who are prepared to do that.
Preparing Your Course for Summer: Advice from the Virtual Classroom (Instructor Panel)
Join this virtual session to meet and hear from a panel of instructors experienced in teaching online, including switching quickly to remote teaching. Panelists will explain what they wanted to accomplish, how they used tools and techniques in their course sites, and reflect on how these strategies met their expectations. This session is geared to summer instructors, as well as those who would like continue to work on their Spring classes.

Preparing Your Course for Summer: Making the Most of CCLE
Online Teaching & Learning instructional designer Kim DeBacco will introduce you to UCLA’s Common Collaboration and Learning Environment (CCLE) - a learning management system designed to help you organize your course materials, lectures, and online classes. Learn several methods for communicating with your students while teaching remotely, the basics of online quizzes in CCLE, how to incorporate interaction between students and with you, and how to set up papers and assignments. The goal of this workshops is to give you the know-how and confidence to get started in CCLE, along with knowing where to find support and help.

Preparing Your Course for Summer: Assessing Learning in Remote Classes
Join Online Teaching & Learning team facilitators Sirui Wang and Sandra Rogers to explore best practices in online learning assessment, including how to manage assignment submission and grading, presentations and groupwork, online quizzes, and remote exams. Faculty are encouraged to view the UCLA Assessment Recommendations checklist for remote teaching in advance of this training. This session is geared to summer instructors, as well as those who would like continue to work on their Spring classes.

Preparing Your Course for Summer: Drop-in Consultations with a Video Producer
What’s your plan for video lectures in your summer course? Bring your questions about producing video content for your course, and get advice from the Online Teaching and Learning production team.
**Wednesday, May 20, 1:00-2:00 pm**  
**Preparing Your Course for Summer: How to Teach Using Zoom**  
Zoom conferencing is an easy-to-use interface for running live sessions and events with your students, including office hours, synchronous groupwork, presentations, and interviews. Join Online Teaching & Learning instructional designer Sandra Rogers in this Zoom session to find out how to use it effectively to support your teaching and student learning in your course.

**Friday, May 22, 10:00-11:00 am**  
**Preparing Your Course for Summer: Inclusive Teaching for Students with Disabilities and Digital Accessibility**  
The first half of this hour-long workshop will focus on the theories of accessibility and inclusive pedagogy, including best practices for talking to students with disabilities and best practices in the classroom or virtual classroom. We will also focus on inclusive course design and will show participants how integrate a range of strategies for course communications, the formatting of course materials, the design of assignments, live Zoom lectures, prerecorded lectures and expectations regarding student interactivity. The second half will be a ‘hands-on’ experience designing an accessible Word Doc, PDF and webpage. This workshop is provided by the UCLA Disabilities and Computing Program, and will include a presentation, Q &A and discussion.

**Wednesday, May 27, 1:00-2:00 pm**  
**Preparing Your Course for Summer: Making the Most of CCLE**  
Online Teaching & Learning instructional designer Kim DeBacco will introduce you to UCLA’s Common Collaboration and Learning Environment (CCLE) - a learning management system designed to help you organize your course materials, lectures, and online classes. Learn several methods for communicating with your students while teaching remotely, the basics of online quizzes in CCLE, how to incorporate interaction between students and with you, and how to set up papers and assignments. The goal of this workshops is to give you the know-how and confidence to get started in CCLE, along with knowing where to find support and help.

**Friday, June 5, 10:00-11:30 am**  
**Preparing Your Course for Summer: Inclusive Teaching for Students with Disabilities and Digital Accessibility**  
The first half of this hour-long workshop will focus on the theories of accessibility and inclusive pedagogy, including best practices for talking to students with disabilities and best practices in the classroom or virtual classroom. We will also focus on inclusive course design and will show participants how integrate a range of strategies for course communications, the formatting of course materials, the design of assignments, live Zoom lectures, prerecorded lectures and expectations regarding student interactivity. The second half will be a ‘hands-on’ experience designing an accessible Word Doc, PDF and webpage. This workshop is provided by the UCLA Disabilities and Computing Program, and will include a presentation, Q &A and discussion.
Preparing Your Course for Summer for TAs: Intro. to Virtual Discussion Sections, CCLE and Zoom
Teaching Assistants face a unique set of challenges in interacting with their students in a remote teaching environment. In this session, Online Teaching & Learning instructional designers Kerry Schutt Nason and Ava Arndt will discuss options and best practices for interacting with discussion sections and grading using tools in CCLE and Zoom.

Friday, June 12, 10:00-11:00 am
Zoom Link: https://ucla.zoom.us/j/94432410121?pwd=YkpLNzV2eFhkUEZjZnM1M0w0b01rZz09

Preparing Your Course for Summer: How to Teach Using Zoom
Zoom conferencing is an easy-to-use interface for running live sessions and events with your students, including office hours, synchronous group work, presentations, and interviews. Join Online Teaching & Learning instructional designer Sandra Rogers in this Zoom session to find out how to use it effectively to support your teaching and student learning in your course.

Wednesday, June 17, 1:00-2:30pm
Zoom Link: https://ucla.zoom.us/j/94432410121?pwd=YkpLNzV2eFhkUEZjZnM1M0w0b01rZz09

Preparing Your Course for Summer for TAs: Intro. to Virtual Discussion Sections, CCLE and Zoom
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