

## Teaching Continuity FAQ

- What are some best practices for getting students to watch videos in D2L?
  - One best practice is to use checklists in every module, and designate tasks as required or optional.
  - Another best practice is to assess their engagement in this and other ways by assigning a point value and/or quiz to the activity.
  - If those two best practices aren't in keeping with your design of the course, you might consider incorporating some urgency in the title of your videos – such as “Required Viewing”. Or include some instructions or guidance in with each video, such as “Watch this video before opening other content in this module.”
  - For more on checklists, see tutorials and documentation on the [D2L Resources](#) page.
  - Finally, let student's know that you can see how much time they spent viewing a particular video.
- Can I use Zoom to proctor exams online?
  - Many faculty have been experimenting with Zoom to help them proctor exams online. Ann Elliott, nursing faculty at IHCC, has shared her department's process. [Download her step-by-step guide](#).
  - See the [Academic Technology](#) page for more proctoring and exam security solutions
- Are there best practices for promoting student etiquette in online courses, discussions, and web conferences?
  - See the [Minnesota State ASA site](#) for guidance on video etiquette.
  - [Quality Matters](#) offers some guidance in overall course etiquette – or “netiquette”.
- How do I record lecture videos?
  - Recording with Kaltura Mediaspace
    - [https://www.inverhills.edu/FacultyResources/pdfs/Recording\\_PowerPoint\\_in\\_Mediaspace.pdf](https://www.inverhills.edu/FacultyResources/pdfs/Recording_PowerPoint_in_Mediaspace.pdf)
    - Embed video to D2L: <https://www.dctc.edu/DCTC/assets/File/pdf/faculty-resources/Embed-Mediaspace-Video-in-D2L-Brightspace.pdf>
  - Recording with Zoom
    - <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>
    - Note: Zoom recordings in the Cloud also go to Mediaspace account
    - Embed video to D2L: <https://www.dctc.edu/DCTC/assets/File/pdf/faculty-resources/Embed-Mediaspace-Video-in-D2L-Brightspace.pdf>
- How do I create a new quiz?
  - <https://www.dctc.edu/DCTC/assets/File/pdf/faculty-resources/Create-a-New-Quiz-With-Questions.pdf>
  - Set Special Access (ex: to increase time limit for specific student) <https://www.dctc.edu/DCTC/assets/File/pdf/faculty-resources/Grant-Special-Access-to-a-Quiz.pdf>
- What are some best practices for online course design?
  - <https://www.dctc.edu/online-learning/faculty-resources/elearning/course-design/>

