

What to use when and how?

Online teaching

Now already a couple of weeks on the road with online teaching the amount of tools that can be used is increasing. The questions is what to use when and how. Based on questions and answers given by TELT (telt@utwente.nl), the e-learning specialist, Canvas, and experiences from lecturers and students the following general overview can be given in the table below.

First some general principles in random order that guide the decision process on tool to use.

- Keep considering the Privacy and Security issues when teaching online.
- Keep considering the safe learning environment. With all decisions made when lecturing or assessing online keep in mind that prerequisite for learning is feeling safe to ask questions, receive and give feedback.
- Using existing 'tools' that are already available. For education this is Canvas. In general we see 95% of all educational functions are supported by Canvas. Advice for project work for student is to use MS-Teams.
- Keep it simple for the students and yourself. Make selections based on your own competence in (online) pedagogy, technology, and subject matter. ([Tpack](#))
- Consider pre-recording video first, if needed use live stream and direct interaction.
- Consider small group interaction live, think short sessions. (for example 3 sessions of 15 minutes with 7 students, instead of one 45 minute session with 21 students)
- Keep in mind consistency and transparency in the learning experience (also within the programme, other modules)

Setting	Setup	Setup	Tool	Remarks*
<i>Formal education</i>	Lecturer -> students	Inform and learning activities	Canvas	asynchronous and synchronous learning/education Combination with Pre-recorded video
	Lecturer <-> students (small groups max. 100)	Live lectures	Canvas – Conferences Canvas – Chat	Guest lectures can join via link.
	Lecturers-> students (big groups +100 or +150)	Live lectures	MS-Teams Meeting MS-Teams Live event (via MS-Stream) BlueJeans events MS-Stream (via OBS)	Programme/faculty exceeding sessions -> Bluejeans or Bluejeans events MS-Teams (create team and en-roll students via code) MS-Stream do-it-yourself (need competences/practice)
	Lecturer <-> students	Off line	Canvas – Discussion, etc. Pre-recorded videos	
	Student groups -> lecturers	Student presentation	Canvas – conferences (set up by students)	

	1 Student -> Lecturer	Open office hours	Canvas – conferences (setup by lecturer) MS-Teams	Or planned session registration via calendar
	Lecturer -> 1 student		Email MS-Teams	
	[Students <-> students] in group	Student group work; with Teacher role	MS-Teams Canvas – Groups	
	[Students <-> students] in group	Student group work; no teacher role	MS-Teams Free to choose; Google,	Teacher in the lead creating teams, Team meetings.
	Student pairs (small groups) -> Teacher, TA	Tutorials (with TA's)	Canvas – conferences MS-Teams	In combination with conferences in groups; Canvas – chat; Guest links
	Oral exams	1 or more assessors and 1 or more students	Canvas – conferences MS-teams	
	Colloquia		BleuJeans MS-Teams	
<i>Non-formal education</i>	Regular Training and workshop sessions	Canvas Canvas - conferences		
	Incidental Seminars, Workshops, externa participants		BlueJeans, Ms-Teams	For example with external trainers
<i>Staff meetings</i>	Departments and project meetings		MS-Teams	
<i>Staff 1-on-1 meetings</i>			MS-Teams	

(*) Some solutions presented need experience and creativity in combining different platforms and tools to be implemented effectively and efficient.