Distance Learning Konzeptvorschläge

Here you can find a collection of ideas and suggestions for digitizing various teaching-/learning scenarios.

The slides of the online webinar "Distance Learning with TUWEL" from April 3 and 15, 2020 can be found here.

Online exams:

IMPORTANT

A comprehensive guide for managing online exams can be found here on this page!

Note: Only GoToMeeting is allowed to be used for diploma exams and rigorous exams

Communicate with students:

- Teachers can use many of TUWEL's activities ...
  - For announcements use "News Forum" ("Nachrichtenforum" – instructions: as video, as cheat sheet)
  - For student questions and answers use "Forum" (instructions: as video, as cheat sheet)
  - For surveys, to collect opinions, use "Feedback" (instructions: as video, as cheat sheet)
  - For short opinion polls use "Choice" ("Abstimmung" – instruction: as video)
  - For consultation hours, brainstorming sessions, short revision sessions use "Chat" (instruction: as cheat sheet)
- A hint: Encourage your students to collect content themselves, according to the motto "Students help students!
  - Via "Wiki" (instructions: as video, as cheat sheet)
  - or set up a separate "forum" for this purpose

Group work:

- In TUWEL groups can be realized very well, and these groups can be used for different scenarios:
  - With the function "Access restrictions"/"Voraussetzungen", work materials or activities can only be made available for specific groups (instructions: as Video, as Cheat Sheet)
  - In the "Forum" (in "Group mode": "Separate groups") contributions can be made visible only for group members (instructions: as Video, as Cheat Sheet)
  - In practically all activities (such as "Assignment"/"Aufgabe") or in the "Grades"/"Bewertungen" groups can be used to filter the list of participants (instructions: Cheat Sheet)
  - Teachers can activate "Group messaging"/"Gruppenmitteilungen" for the communication between the students (brief instructions: in the course under "Participants"/"Gruppen"/"Edit group settings")
  - Students can collect learning artefacts collaboratively via "Wiki" (instructions: as Cheat Sheet)
- How do you get to groups in TUWEL?
  - Groups can be transferred from TISS using the "Get TISS data" function (instructions: as Video, as Cheat Sheet)
  - Create groups under the menu item "Participasts" (instructions: as Cheat Sheet)
  - Creating the activity "GroupTool"/"Gruppenverwaltung" offers further advantages: self-registration, waiting lists, import / discharge based on student ID numbers (Matrikelnummern), etc. (instructions: as Video, as Cheat Sheet, further functions as Cheat Sheet)
- Do you need "groups of groups"? No problem, in TUWEL you have ...
  - the so-called "Groupings"/"Gruppierungen" (instructions: as Video, as Cheat Sheet)
- Group work can also be discussed and worked on using web meeting tools.
  - Our tool recommendations (Zoom, GoToMeeting, TU Connect) are continuously entered here on this page.

Giving a lecture:

- If possible, make contents available for students in written form and via TUWEL courses
  - Here, you can use the whole range of activities, such as ...
    - "Page" ("Textseite" – instructions: as Cheat Sheet)
    - "Book" ("Buch" – instructions: as Cheat Sheet)
    - "Lesson" ("Lektion" – instructions: as Cheat Sheet)
    - "Lightbox Gallery" ("Lightbox Galerie" – instructions: as Cheat Sheet)
    - "Wiki" (instructions: as Cheat Sheet)
  - Use "URL" ("Link/URL") to draw attention to other great web resources
- If it has to be video...
• Produce your own video or, in other words, "dub PowerPoint slides"
  • Our tool recommendations ...
    • Tool of your choice (there are many available online)
    • Camtasia (audio dubbing of slides – license available as campus software from TU.it, see Link)
    • Snagit (license as campus software available from TU.it, see Link)
    • Open Broadcaster Studio (open source – powerful, but somewhat complex, see Link)
    • Publish the videos via PeerTube (to be announced here shortly)
    • Recording with LectureTube (Please note, however, that - after registration/reservation - you have to go to the lecture room at TU Wien!)
    • Information about this service can be found here on this page
    • Note: You may report your request at any time. Please note, however, that we currently need a lead time of about 2 to 3 days to assign a slot for you and to do the programming for the LectureTube recording.

• If it has to be a live video...
  • Use a web conferencing tool such as Zoom, GoToMeeting. TU Connect. On this page, we collect the available tools and the corresponding instructions.
    • Tip: Web conferences (with Zoom) can be recorded as local files and then made available to students via TUpeerTube and TUWEL (instructions can be found here)
    • With Zoom you can create a meeting directly in TUWEL, and your students can join the meeting also via TUWEL — How to create a Zoom Meeting in TUWEL (Video)
    • Note: Please do NOT use LectureTube Live at the moment because there is not enough bandwidth available and there is a need to visit a specific room (see above: LectureTube)
  • When teachers have limited Internet bandwidth available ...
    • For this you, can use the whole range of activities, such as ...
    • "Page" ("Textseite" – instruction: as Cheat Sheet)
    • "Book" ("Buch" instruction: as Cheat Sheet)
    • "Lesson" ("Lektion" instruction: as Cheat Sheet)
    • "File" ("Datei") for sample solutions or instructions: (instruction: as Video, as Cheat Sheet)
    • Tip: You can also show or hide contents time-controlled via the "Restrict access" ("Voraussetzungen") option . (instruction: as Video, as Cheat Sheet)
    • Upload these audio recordings to TUWEL as "file", TUWEL recognizes the audio file and displays it with an audio player (instructions similar to PDF files: as Video, as Cheat Sheet)

Perform exercises ("Übungen"):

• If possible, make learning content available to students in written form and via TUWEL courses. Video is not always the best way to make your course available online. Some students have limited internet bandwidth at home.
  • For this you, can use the whole range of activities, such as ...
  • "Page" ("Textseite" – instruction: as Cheat Sheet)
  • "Book" ("Buch" instruction: as Cheat Sheet)
  • "Lesson" ("Lektion" instruction: as Cheat Sheet)
  • "File" ("Datei") for sample solutions or instructions: (instruction: as Video, as Cheat Sheet)
  • Tip: You can also show or hide contents time-controlled via the "Restrict access" ("Voraussetzungen") option . (instruction: as Video, as Cheat Sheet)

• If necessary, use the "Workshop" activity in TUWEL for peer reviews, i.e. mutual feedback and assessments of and for students.
• With the TUWEL "Assignment" ("Aufgabe") activity, lecturers can collect or demand student contributions (for example homework, exercises, scans or photos of sketches etc.). This activity allows you to set deadlines for submissions and to give individual feedback (without fellow students seeing the submissions or the feedbacks). The evaluation and feedback can also be given by several people (e.g. tutors). (instructions: as Video, as Cheat Sheet)
• How to hold exercise sessions or question and answer sessions?
  • Use web conferencing tools like Zoom, GoToMeeting. TU Connect. On this page, we collect the available tools as well as the corresponding instructions.
  • A tip: You can display a whiteboard with the "Whiteboard" function (a guide for Zoom can be found here, a guide for TU Connect is here).
  • Laboratory or other practical situations are sometimes difficult to digitize or completely replace by Distance Learning. However, it is possible to make certain parts of the learning experience tangible by using other media!
  • In TUWEL, teachers can already do the following:
    • Let students research and/or read relevant theories and information on experiments
    • Let students discuss different procedures/methods in forums (collect collaboration points)
    • Have students do calculations or tests/validations in advance
    • Let students think about possible processes
    • Make videos of experiments (from previous years - if available) visible to students
  • ...

Carry out seminars:

• Here too, outline, disseminate and discuss the tasks / scenarios / problems in your TUWEL-Kurs
• Receive and evaluate (or have evaluated) results with these activities
  • "Assignment" ("Aufgabe" – instructions: as Video, as Cheat Sheet)
  • "Student folder" ("Studierendenordner" – instructions: as Video, as Cheat Sheet)
  • "Workshop" (instructions: as Video for configuration and Video for application, as Cheat Sheet)

Digitized excursions:

• Face-to-face activities are cancelled as listed here, but in TUWEL you can still create wonderful photo tours with these activities
  • "Lightbox Gallery" ("Lightbox Galerie" – instructions: as Cheat Sheet)
  • "Lightbox Gallery" ("Lightbox Galerie" – instructions: as Cheat Sheet)
General remarks at the end:

- Act as asynchronously as possible
- **Keep it short!** E-learning content should always be prepared briefly and in small pieces!
- Think about the bandwidth of your students. Here you can find something to think about.
- Good ideas and approaches can also be found here.
- A good read for in between is available here.