# Facilitating a Full-Class Discussion (#/#/##): Run of Show

## Panel/Expert Guest Speakers and QA session

Length of Class Meeting: 90 minutes

Course Name & No.:

Semester: [i.e., Spring 2022]

Learning Outcomes:

* [Insert your outcomes here]

## Learning Activities for this Class:

* Students will listen to panel presentation and ask questions in a Q & A session during a panel discussion.

Accessibility Considerations for this Class:

* As a best practice, [Live-Transcription should be enabled for Zoom sessions](https://support.zoom.us/hc/en-us/articles/207279736-Enabling-and-managing-closed-captioning-and-live-transcription#h_4cb4e874-d574-4e40-ab12-7d8fae1f71cc) by host via their Zoom account. Please note that live transcription does not carry over into breakout rooms (only the dialogue in main room will be transcribed and seen in main room).
* Repeat questions during synchronous sessions to provide an additional opportunity for all participants to hear the question.
* Instructor should enable spotlight on an ASL interpreter video for main room when present.
* [Add in specifics for your class]

Technology considerations in the room and the environment:

* [Add in specifics for your class]

# Activities Adapted for Each Modality

## SIP = Synchronous in person. SO = Synchronous online. AO = Asynchronous online / Recording

| **Activity** | **Time** | **Activity Adapted to Each Modality** | **Technology & Materials**  **Checklist** |
| --- | --- | --- | --- |
| **Set Up** | 20 min | **SIP:** Projection screen ready  **SO:** Test screenshare and Zoom settings for participants; Turn on live transcript; Links for session [INSERT LINKS HERE]  **AO:** Check recording settings (record to cloud) | Start computer(s) – check connections (wifi, electricity)  Log into Zoom – check settings (live transcript on, waiting room, chat, etc.)  Confirm panelist have Zoom link  Office 365 – check link (who can edit?)  Test camera  Test microphone(s)  Test screenshare |
| **Instructor Opening** (example)  Instructor records the session | 5 min | **Start Recording (to the cloud)**  **SIP:** Instructor greets everyone in class. If possible, instructor uses a classroom microphone. Confirm sound / picture   * Presents and reviews overview of class agenda   + Review Activity 0 (5 min)   + Present next topic (10 min)   + Panel Presentations (45 min)   + Q&A (15 min)   + Wrap up (5 min) * Instructor shares a Microsoft Office 365 link for collaborative notetaking. * Instructs everyone to log in to Zoom and no audio (microphones off) * **Optional**: Instructor could ask for a volunteer "chat jockey" -- an in-person student who watches the chat for questions and lets the instructor know. * Instructor enables spotlight for the ASL interpreter video for main room when present.   **SO:** Instructor greets everyone online.   * Confirms video and sound * Instructor shares a Microsoft Office 365 link for collaborative notetaking.   **AO:** Mention a future greeting for those watching the recording.   * Reminds async group to complete reflection after watching the panel recordings for the class session [create assignment for uploading] * Provide link to collaborative notes after class in Canvas module.   **Stop Recording** | Start recording (to cloud)  **Optional**: start and stop recording in transitions for easier post-production processing/digestion of content by online folx  Confirm sound and picture (presenter should be in camera view)  [INSERT LINKS HERE] |
| **Activity 0** |  | **Start Recording (to the cloud)**  **SIP:** summarizes and addresses questions/comments that were unclear from discussion; notes recording posted in announcement with further clarification. Answers any questions from those who already reviewed the video (if any)  **SO**: Check chat for any questions; raised hands  **AO:** Reminds async group to review the announcement with video explanation of activity; and can reply or email with additional questions.  **Note**: Activity 0 could include some pre-recorded mini-lecture content so there is more time for activities in class. \*Move this ahead of Instructor Opening?  **Stop Recording** | Check/start recording (to cloud) |
| **Mini lecture** (example) | 10 min | **Start Screenshare**  **Start Recording (to the cloud)**  **SIP:** Presentation shared on screen; Students listen to a mini lecture in classroom;   * Recalls the points of lecture leading up to the * Connects to panelist’s invited to speak and * calls out learning objectives; * Provides prompt for notetaking and reminds of the Q&A at the end. * Assure the shared screen shares fill the entire screen so the text and images can be viewed.   **SO:** Students listen to live mini lecture via Zoom; check chat for questions; raised hands  **AO:** Students watch the recorded mini lecture in Canvas that is posted within one day (?) of the live event; Remind to answer [discussion board] prompt after viewing the class recording | Share PowerPoint; Screenshare in Zoom  Check/start recording (to cloud)  Check audio/video |
| **Panel Introductions**  One by one the panel participants will introduce themselves to the class | 5 min | **Pin panelist in Zoom**  **Moderator should be on camera too**  **Start Recording (to the cloud)**   * **SIP:** Students will listen to the panel live in the class. If in a classroom, panelists should speak into a microphone. * If the panel presents using Zoom, students in class may use their computers to watch or the instructor could project the Zoom presentation on the classroom screen. * Moderator welcomes panelist * All students on Zoom (cameras on or off?) audio off (room audio on) * Panelists introduce themselves.   **SO:** Students watch the panel via Zoom  **AO:** Students will watch a recording  **Continue Recording** | Check/start recording (to cloud)  Spotlight panelist in Zoom window  Moderator should be on camera and if possible, speak into a microphone. |
| **Panel participants present** | 10 min each x 4= 40min | **Keep Recording (to the cloud)**  Each panel participant shares a 10-minute presentation. Assure the shared screen shares fill the entire screen so the text and images are able to be viewed.  **SIP:** Students will listen to the panel live in the class.   * If the panel presents using Zoom, students in class may use their computers to watch or the instructor could project the Zoom presentation on the classroom screen. (CR)   **SO:** Students watch the panel via Zoom  **AO:** Students will watch a recording  **Stop Recording** | Continue recording (to cloud) |
| **Group activity**  **Panel/Experts Open QA** (example) | 15 min | **Change to Gallery View (remove pin)**  **Continue Recording (to the cloud)**  **SIP:** Students can write & ask the questions in a Q & A session and raise their hands to ask the panel. Instructor will check with the chat jockey for SO questions. Repeat questions during synchronous sessions to provide an additional opportunity for all participants to hear the question.  **SO:** Students can write & ask the questions in the chat or speak after raising hand in Zoom or use the chat. Chat Jockey will look for questions continuously in the chat and alert the instructor.  **AO:** Students can write & ask the questions in a Canvas discussion space for the panel to follow up on at a later date. Instructor will forward the AO student questions to panel to answer and post answers in the QA discussion space | Screenshare off  Continue recording (to cloud) |
| **Wrap up** | 5 min | **Start Recording (to the cloud)**  Instructor thanks the panel guests and ask for any final thoughts and reminds the group of the AO students who will also submit questions online.  **Stop Recording** | Check/start recording (to cloud) |
| **Post-Production** | 60-90 min | **SIP:**  **SO:**  **AO:** | Recording processed to cloud  Review / edit captions  Check/post to canvas course  Announcement reminders sent in Canvas  Anything else? |