

Some explorations and considerations of technology for online language teaching

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I. Old school white board for your home classroom

- * You can build your own with two boards (1"x2"x72"), a piece of melamine (36" x 60"), and screws
- * There are also steel whiteboards that have the advantage of being magnetic, so you can attach things to it (magnets, clips, erasers and pens with a magnet glued to them)
- * Note: use black or blue dry erase markers; other colors are harder to see

II. Document camera at home

- * A document camera connected to your home computer has many uses: sharing a handout or map or object that you do not have on your computer, using it as a second camera angle.
- * In Zoom, under "Share Screen" and then Advanced, you can select your document camera.
- * If you are recording the lesson, make sure you understand the settings so that you know whether students can see your document camera and you at the same time and whether the recording is just of your document camera or of the participants as well.
- * CeLT model (and the one I have at home): IPEVO V4K Ultra High Definition 8MP USB Document Camera

III. iPad/tablet and Notability (or Goodnotes) for grading homework electronically

- * If you already have a tablet like an iPad or a Surface Pro, or if you have been considering getting one, you can purchase
 - * a notation app like Notability or Goodnotes
 - * a stylus (like the Apple Pencil)
- and grade homework *almost* as if it were paper. From Canvas Assignments, save the electronic document that your student submitted (.docx, .pdf, .jpg, .gif, etc.), open it in the notation app, make comments, save it, and then upload it to Canvas. {I have written down step-by-step instructions for an iPad and Notability, which I have included at the end.} You can also use a tablet as a pretty good-quality scanner using the Notes app, which is much better than taking a picture on your phone. {I have included instructions below.}
- * Here is a great side-by-side comparison of Notability vs. Goodnotes:
Notability vs Goodnotes - The BEST iPad Notetaking App
<https://www.youtube.com/watch?v=fIPE08nCur4>

IV. Basic non-verbal communication ideas (so that there isn't a jumble of audio responses)

- * thumbs up and hold it until we move on
- * applause: jazz hands
- * advanced: *Voting and feedback (borrowed from the Occupy Movement)*
 - * agree or applause: thumbs up; fingers wiggle up
 - * neutral: thumb to side; or wiggle fingers with palms down
 - * disapprove: thumbs down; or wiggle fingers downward
 - * block: arms crossed at middle of forearms
 - * going on too long/wrap it up: hands encircling each other
 - * a very short point of information: one finger up
 - * clarifying question: right hand C-shape
 - * direct response: finger guns

V. Zoom: Settings

ENABLE THESE FUNCTIONS AND TRY THEM OUT:

- * **Whiteboard**: Allow participants to share whiteboard during a meeting"
 - ✓ "Auto save whiteboard content when sharing is stopped"{This is the replacement for doing boardwork in class. This function can be a versatile, interactive tool. Students can choose an identifying color and can set their name to show up when you hover your cursor over their answer.}
- * **Breakout room**: Allow host to split meeting participants into separate, smaller rooms"
 - ✓ Allow host to assign participants to breakout rooms when scheduling{This is the way to do pair work or group work. As the host (teacher), you can travel between each of the groups and listen or give input. You can also share an audio or text message like "Move on to section 2" or "Wrap up in 30 seconds" with all

of the breakout rooms at once. The downside is that if you are recording your class, it does not record all of the breakout rooms, only the ones when you are visiting.}

* **Annotation**: Allow participants to use annotation tools to add information to shared screens"

{One student can share a picture and other students can label the parts, like identifying family member names or places in a city. Under "More", users can set it to show their name to accompany their annotation (when you hover over their text or drawing, their name will appear).}

* **Polling**: Add 'Polls' to the meeting controls. This allows the host to survey the attendees"

{This function has many uses where we might use "CATs" (classroom assessment techniques) like "Muddiest Point" or agreeing on study session snacks.}

* **Screen sharing**: Allow host and participants to share their screen or content during meetings"

- Who can share?: __ Host Only, __ All Participants

- Who can start sharing when someone else is sharing?: __ Host Only, __ All Participants

{I use these in order to allow students to give presentations (PowerPoint, YouTube video, documents, images). If they are using something with sound, like a YouTube video or a PowerPoint with an embedded sound file, make sure that they

TO CONSIDER

* **Join before host**: Allow participants to join the meeting before the host arrives"

{If you don't want students slipping into English before class begins, you might consider turning this off. Or, if you have disciplined students, you can instruct them to only speak in the target language before class and enable it (and you can verify the video if you are recording it).}

* **Chat**: Allow meeting participants to send a message visible to all participants"

{You might find some useful ways to use this in class, but it is hard to teach and monitor this at the same time.}

- * **Auto saving chats**: Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts"

{If you use the chat function in class, like for typed question-asking, then this is a good function to enable, so that all the chat comments are saved for you to review later or to share with the others.}

- * **Private chat**: Allow meeting participants to send a private 1:1 message to another participant"

{If you don't like students whispering in class, then you will hate this function even more, since they might be typing in English or not focusing on the task at hand. If you hate people texting at the dinner table, you will really hate the potential abuse of this function.}

* **File transfer**: Hosts and participants can send files through the in-meeting chat."

{If you use the chat function a lot in class, then you might try enabling this function if you want to have students share files (like a PowerPoint or a poem or typed notes)}

* **Nonverbal feedback**: Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel."

{This is a quick way to take a poll if you don't like hand gestures.}

* **Virtual background**: Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings" {These run the risk of being more distraction than they are worth and they distort the participants profile, but you might have your students each find a background for the day's lesson, like a famous city or pictures of markets or famous castles and buildings.}

* **Waiting room**: When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host."

{These are good for one-on-one individual consultations or individual oral exams.}

ZOOM VIDEO TUTORIALS AND DOCUMENTATION

Zoom: PDF

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

Zoom tips and videos

<https://support.zoom.us/hc/en-us/categories/201137166>

Sharing your screen

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

- * share desktop
- * share an application
- * share a file from an individual location (Box, Canvas, Google Docs)
- * bottom left corner: share computer sound
- * new share
- * share desktop, share an application that is open
- * advanced: sharing a file (√ share computer sound, then click share)

Sharing a whiteboard

<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

If you have simultaneous screen sharing on, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards at once, or your own whiteboard and another participant's, you will need to have dual monitors enabled.

Testing computer or device audio

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Mute All And Unmute All

<https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

- * select "Manage Participants", then select "Mute All"
- * You will be prompted to Allow participants to unmute themselves. Clicking Continue will mute all current and new participants.

Enabling breakout rooms

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

- * enable in Settings
- * only host or cohost can see
 - * to add a cohost on the fly: click Manage Participants, then hover over a participant and select "make cohost"
- * in toolbar at bottom, select "Breakout room": it will ask how many breakout rooms and how many participants per room; you can do this automatically or manually; you can swap people out/exchange people; click "Open all rooms" and then participants can join the sessions that you created
- * the host and cohost can hop into rooms and talk to them
- * you can broadcast a message to all rooms (type "Wrap up in one minute") and then close all rooms (in one minute [you can set the time: 30 seconds, 45 seconds, ...]), then everyone will rejoin the main room; you can have students rejoin these rooms later in the classroom (they stay created)
- * you can pre-assign people into rooms <this is more complicated>
- * LIMITATION: Chromebooks/Chrome OS or Zoom Rooms are unable to join breakout Rooms, but the main room can be used as an alternative session for these users.
- * LIMITATION: If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

Zoom EDU: Screen Share & Annotation

<https://www.youtube.com/watch?v=QGQkAsKtriU>

- * you can save them once you are done
- * under More: can show names of people annotating (when you hover over their text or drawing, their name will appear)

Basic non-verbal communication ideas (so that there isn't a jumble of audio responses)

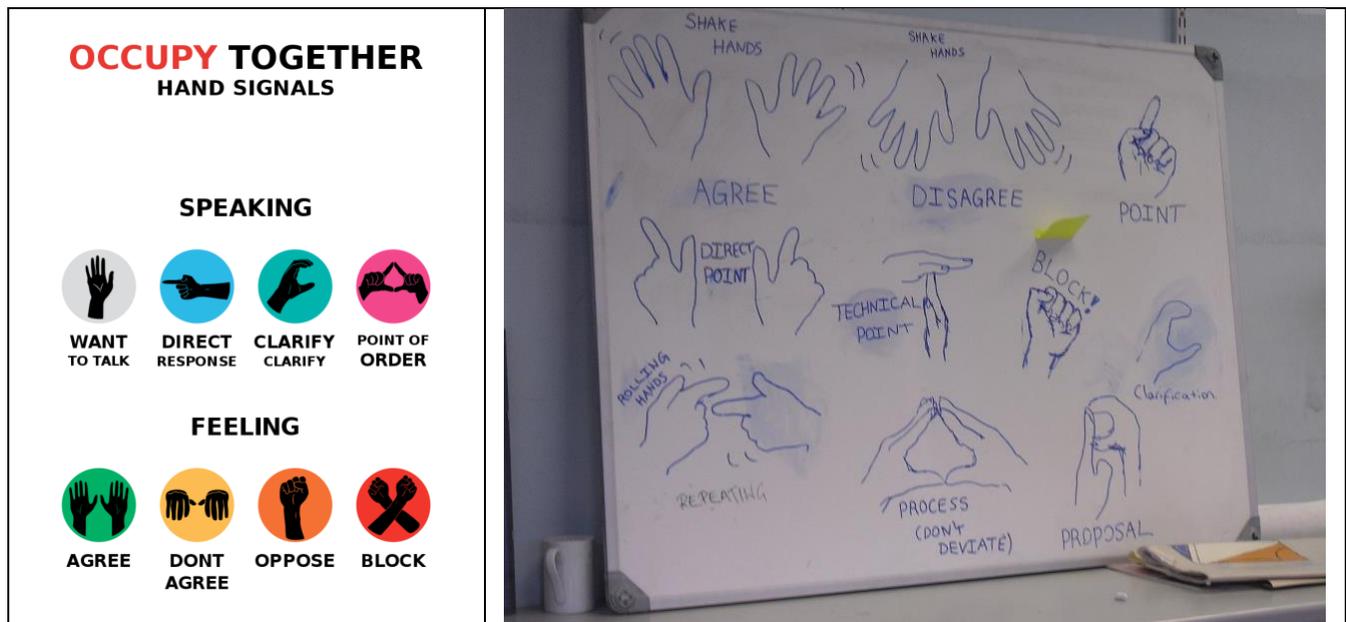
- * thumbs up and hold it until we move on
- * applause: jazz hands

Voting and feedback (borrowed from the Occupy Movement)

- * agree or applause: thumbs up; fingers wiggle up
- * neutral: thumb to side; or wiggle fingers with palms down
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- * block: arms crossed at middle of forearms
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Images and videos

- * an inventory of the most common gestures (cheremes) ['ker im]
https://en.wikipedia.org/wiki/Occupy_movement_hand_signals
https://en.wikipedia.org/wiki/File:Occupy_movement_handsignals_diagram_bank_of_ideas_nov_2011.jpg
https://en.wikipedia.org/wiki/File:Hands_signals-Occupy-A4.svg
- * videos demonstrating these:
<https://www.youtube.com/watch?v=dhJWd8-YAso>
(not as good: <https://www.youtube.com/watch?v=R2yYiULZ0hA>)



How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

<https://support.apple.com/en-us/HT210336>

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone, iPad, or iPod touch.

	<h3>Scan a document</h3> <ol style="list-style-type: none">1. Open a note [JH: open the Notes app] or create a new note.2. Tap  [JH: bottom right corner], then tap Scan Documents [JH: make sure to select Auto, unless you prefer Manual].3. Place your document in view of the camera on your device. [JH: Position it so that there are no shadows on the document.]4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.5. Drag the corners to adjust the scan to fit the page [JH: or crop the image], then tap Keep Scan.6. You can add additional scans to the document or tap Save when you're done. <p>Learn how to use the Continuity Camera to scan notes from your iPhone or iPad to your Mac.</p>
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How to write on documents on an iPad with Notability

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- 1) Open an email with an attachment or find a homework submission on Canvas.
- 2) Hold down on the attachment and a menu will appear: select "Download Linked File". It will be saved into the Downloads folder (unless you have set downloads to be saved elsewhere or unless you set it to ask where it should be saved).
- 3) Swipe up from the bottom of the screen to bring up the desktop. Select the folder icon: your file should be on the list.
- 4) Double tap on the file and it will open.
- 5) In the top right corner, click on the icon depicting a box with an upward-pointing arrow.
- 6) Click on Notability. A box will open up entitled "Send to Notability": click on Create New Note: it will open another window as if on the right, entitled "Create New Note".
- 7a) If you want, you can rename the file by clicking on "Note Title" (an annoying feature in this process is that any spaces in the title appear as "%20"). When you are done, click on "< Back"
- 7b) In the "Create New Note" window, in the top right corner, click "Import": it will show a message "1 file sent to Notability". Click "Done".
- 8) Swipe up from the bottom of the screen to get back to the desktop: click on the Notability icon.
- 9) A window entitled "All Notes" will open: double-tap on the file which you sent. The file will open in Notability.
- 10) At the top of the screen in the middle are icons for the writing tools (T for typing text, a pencil for enabling your stylus [like an Apple Pencil], highlighter for highlighting text, an eraser, scissors for cutting, and a hand for moving items).
- 11) Click on the pencil icon: it will open up a menu: the left side top row are two options: the left creates a line of the same width, the right creates a line that will get thicker or thinner depending on how hard or soft you push. The next three lines represent the diameter of the line that the stylus will create (I recommend the one on the far right). The right side of that window gives you color options (if you like grading in red, now is your chance to select it).
- 12) Tap on the pencil icon again and you are ready to write on the document.
- 13) Start writing. If you make a mistake, you can click on the eraser once to use it (twice to bring up the menu to adjust the erasing qualities: on the left side is "whole" or "Partial", on the right are the diameters of the eraser to choose from (I like the third largest). (Note: When erasing, it will appear to erase the background along with the text, but when you stop erasing, the background will be restored).
- 14) When you are done, look to the top *left* of the screen and you will see an icon of a box with an upward arrow: click once on it and a menu will appear entitled "Send To" [choices: Email, Dropbox, Google Drive, OneDrive, Box, iTunes, Print, WebDAV...and below that "Other Apps"]. Click on "Other Apps" and a new window will appear as if from the left entitled "Other Apps" [choices: Recordings, Page Margin...and then an image of the PDF that will be created, and below that a blue button labeled "Share Note": click "Share Note". A new window will appear with the file title at the top, and below that icons for AirDrop, Messages, Mail, and Notability; below that is a menu [Copy, Print, Markup, Save to Files] and below that an option "Edit Actions...".
- 15) Click on "Save to Files" and a window will appear from the bottom of the screen: single-tap on "Downloads" (and the folder you desire if you have created folders).
- 16) In the top right of the open window, click on "Save". The file that you created is now in that folder. You will be returned to the document you created.
- 17a) If you want to send or save the same document to a second (another) place, in the top left corner of the screen click on the icon of the box with the upward arrow: this will open the "Send To" window again [options: Email, Dropbox, Google Drive, OneDrive, Box, iTunes, Print, WebDAV...and below that "Other Apps"]
- 17b) In the top left corner of the screen, click on "<".