

**CHECKLIST FOR WEB CONFERENCE COURSES  
SUMMER**

Contact	For Help With
DCE Technical Support (617) 998-8571	<b>Emergency</b> tech issues for you or your students
Susan Goldstein, Web Conference Consultant, <a href="mailto:susan_goldstein@harvard.edu">susan_goldstein@harvard.edu</a> , (617) 998-8117	Teaching your first web conference course
Web Conference Support team, <a href="mailto:webconference@dce.harvard.edu">webconference@dce.harvard.edu</a>	INSTRUCTOR AND TA web conference support
DCE Technical Support, <a href="mailto:academictechnology@dce.harvard.edu">academictechnology@dce.harvard.edu</a>	Non-urgent tech support for you or your students

Consult	For information about
<a href="#">Instructor and TA Web Conference Website</a>	Teaching via web conference
<a href="#">Student Web Conference Website</a>	Learning via web conference
<a href="http://faculty.summer.harvard.edu">Summer School Faculty Handbook</a> (faculty.summer.harvard.edu)	Policies and procedures
<a href="http://summer.harvard.edu">Summer School website</a> (summer.harvard.edu)	General information
<a href="https://itg.extension.harvard.edu/">Instructional Technology Website</a> (https://itg.extension.harvard.edu/)	Canvas, online exams & tools

*Logging In*

- You have claimed your [Harvard Key](#) and set up [2-step verification](#) so you can log into [online services](#) (dceweb.harvard.edu), your [Canvas course website](#) and other Harvard sites you'll need to access.

*Syllabus*

- You have followed the instructions to [submit your syllabus](#) as explained in the Summer School Faculty Handbook. **Please note: This procedure is not the same as for the Extension School** (Spring, January and Fall semesters).

*Canvas (course website/Learning Management System)*

- You have found your course website by logging in to [canvas.harvard.edu](http://canvas.harvard.edu) with your [Harvard Key](#).
- You know how to set up your [course website](#) in Canvas and understand the course website guidelines.
- You have [signed up](#) to work with a member of the [Instructional Technology Group](#) for in-person or online help with your Canvas site and/or used the Canvas resources and tutorials on their [website](#) or the [Canvas Community forums](#)
- You have filled out a [Start-Up Request](#) Form if you wish to have a previous semester's Canvas site copied into your new course site or if you would like a template to enhance your Canvas site.

### *Course Materials*

- Students will be able to get [course materials](#) .
- You understand [copyright policies](#).

### *Teaching Assistant (TA)*

- You are keeping an eye on your [class list](#) to see if you have a large enough enrollment to hire a [Teaching Assistant \(TA\)](#).
- If you want to hire a TA, you have completed the [Course Staff Questionnaire](#). **Please note: This procedure is not the same as for the Extension School** (Spring, January and Fall semesters).
- Your TA(s) has a [Harvard Key](#) in order to work on the course Canvas site, access online services and other Harvard resources.
- You have referred your TA to the [Resources for Support Teaching Staff](#).

### *Using Zoom, the Web Conference Platform*

- You've checked the [Tech Basics](#) page of the [Instructor and TA Web Conference website](#) to be sure you have a sufficient computer operating system, headset, webcam and internet connection.
- You have met with Susan Goldstein, Web Conference Consultant ([susan\\_goldstein@harvard.edu](mailto:susan_goldstein@harvard.edu), 617-998-8117) to discuss teaching a web conference course at the Division of Continuing Education (DCE).
- Everyone on your teaching staff has been trained to use Zoom, the web conference platform you will use for your course.
- You have completed the process of setting up the Zoom account we created for you by following the link in the email from "[no-reply@zoom.us](mailto:no-reply@zoom.us)" to set up a password.
- You have chosen a password for your account that you're willing to share with other members of the teaching staff so they can start the Zoom sessions if they "arrive" before you. Alternatively other members of the teaching staff have their own Zoom accounts that will allow them to log into the session for your course.
- You know how to log into your account at [zoom.us](https://zoom.us) using your email and password to find recordings, change options on your Zoom room, etc. If you want other members of your teaching staff to have access to the account, you have given them your email and password.
- You have done a dry run with your entire teaching team and Susan Goldstein to practice.
- If you will be recording your sessions, you know to look for an email from Zoom with the link to the recording a couple of hours after your class or you know how to look in your Zoom account for the recording link.
- You know how to post the recording links on your Canvas site.
- You have checked that your Canvas course site has a page with your Zoom links and resources, created by the Instructional Technology Group.
- You have the link the web conference team created for your Zoom session that you will use for the entire semester.

- You have told your students to visit the [web conference website for students](#) for resources and information about attending a [Zoom training session](#).

### *Getting Help with Online Teaching*

- If you have questions, you're working with Susan Goldstein, Web Conference Consultant ([susan\\_goldstein@harvard.edu](mailto:susan_goldstein@harvard.edu), 617- 998-8117.)
- If you need additional help, you've contacted Karina Lin, Faculty Development Specialist ([karinalin@fas.harvard.edu](mailto:karinalin@fas.harvard.edu)) or Adrienne Phelps-Coco, Associate Director of Online Pedagogy ([aphelpscoco@g.harvard.edu](mailto:aphelpscoco@g.harvard.edu), 617- 998-1130).

### *Getting to Know [Your Students](#)*

- You have created a survey or asked students to write about themselves on a discussion board so you know about your students' locations, time zones, academic backgrounds and professional experience.
- You have created an ungraded assignment zero to be given before the [Course drop deadline for full-tuition refund](#) so you and your students will be sure they will be able to meet the challenges of your course.
  - If they aren't yet ready, you could suggest they use [University resources](#) to help them succeed, take the course for undergraduate or no credit, or withdraw and take another course that will teach them the skills they will need to succeed in your course if they take it in the future.
  - Consider including a technical component such as uploading an assignment in Canvas, posting a message on the discussion board, etc.
- You are familiar with the [Academic Resources for Instructors and Students](#)

### *Exams and Projects*

- If you will be giving an [exam](#):
  - You understand the [exam policies](#)
  - You understand the [exam and quiz options](#)
    - If you plan to give an [online exam](#), you understand how to do this in Canvas.
    - You have decided whether or not you want your online exam to be proctored.
      - To have [Proctorio](#) installed on your Canvas course site, or for other questions about online assessment, you have contacted [InstructionalTechnology@dce.harvard.edu](mailto:InstructionalTechnology@dce.harvard.edu). If you are new to Proctorio, [schedule an appointment](#) approximately **two weeks prior to your scheduled exam** to configure customized settings.
  - If you need help deciding what is best for your course, you've contacted Karina Lin, Faculty Development Specialist ([karinalin@fas.harvard.edu](mailto:karinalin@fas.harvard.edu)) or Adriene Phelps-Coco, Associate Director of Online Pedagogy ([aphelpscoco@g.harvard.edu](mailto:aphelpscoco@g.harvard.edu), 617- 998-1130)

- If students will be required to do projects:
  - Students have identified and know how to use the tools they will use to work on, collaborate with each other and present their projects.
  - You and your students understand the policies for [group projects](#)