

UNIVERSITY OF WATERLOO



OLA WEEKLY NEWSLETTER

AUGUST 17, 2020 | No.8



COURSE SPOTLIGHTS

ENGL 191 - Communication in the Engineering Profession

This week, I have been creating a unit plan to help the delivery of course content in the Fall term. Providing this clear unit plan will allow instructors to organize content into a course schedule without overwhelming their students. I have found creating a unit plan to be both rewarding and interesting, as this task has enabled me to collate the many components of a lesson in a way that best communicates the value of the content. - **Jessica Macri**

ENGL 109 - Introduction to Academic Writing

For the remainder of the term, I will be transferring course content documents to PebblePad. Implementing course content into interactive workbooks will allow students to engage with course materials in an interesting way. This will help students' solidify their course knowledge and understanding of academic writing. - **Christina Piruchta**

ENGL 210F - Genres of Business Communication

To wrap up the term for ENGL 210F, I conducted a second student survey. In this survey, students were asked to provide feedback on the second half of the course, describe their likes and dislikes on course components, and offer improvements for future terms. I am currently writing a report on the second survey, including analyses of students' responses and how students' views have changed from the first survey to the second survey. - **Gabriella Sutarno**

PRESENTATIONS

OLAs are trained in presentation best practices. Our team has researched various softwares to support instructors in providing students with a seamless online learning experience. Reach out to an OLA if you have questions related to presentation tools.

Bongo

Students and instructors alike can access Bongo's Virtual Classroom from the LEARN navigation bar, where it is housed under the Connect tab. Virtual Classroom is a great academic platform for hosting live and recorded online lectures and presentations. Videos recorded on Bongo's Virtual Classroom are automatically saved and can be shared with students.

Click here to find out more about using Bongo. Click here to find out how to access and download a Bongo video recording.

Voiceovers

Adding voice overs to lecture presentations can be valuable for online learning. Audacity is a free audio editor and recording software available for Windows, macOS, and Linux and is ideal for recording and editing long audio clips. **To find more information about editing and recording audio with Audacity, click here.** Short audio clips can also be recorded directly on PowerPoint. **To find more information about adding and recording audio on PowerPoint, click here.**

A transcription of the audio can be included in the notes section of the PowerPoint to improve accessibility. **To find more information on how to transcribe text in PowerPoint click here. Click here to find more information on how to convert audio files to text.**

Microsoft PowerPoint

Microsoft PowerPoint is a versatile tool that can create dynamic presentations and more. Here are some useful ways that PowerPoint can be used and adapted to simplify remote instruction:

1. Narrated PowerPoints: Record audio directly in PowerPoint or upload audio clips (in many formats, including MP4) to presentations. To create a presentation that resembles a video lecture, set a timer for each slide to match the duration of the audio clip for that slide. **Click here to learn more about narrated PowerPoints. Find out more about adding audio to PowerPoints by clicking here.**
2. Infographics: Instructors can create infographics on PowerPoint. These documents can be exported as PDFs and uploaded to LEARN. **Find out more about creating infographics on PowerPoint by clicking here.**
3. Integrate PowerPoint with Microsoft Teams: Upload PowerPoint to a Teams channel to allow all users in the channel to view and edit the document. All files shared in a Teams channel will be saved on the channel's SharePoint, preventing accidental loss of information. **Click here to find out how to share a PowerPoint in a Teams meeting.**

OLA TIDBIT

OLA Tidbit: Farewell!

Over the course of the term, I've found that getting suggestions from and bouncing ideas off of my co-workers has made work both more easy and more enjoyable. I've also found that taking even a little bit of time to chat about things outside of work has helped me to feel more connected and less lonely in a semester where human contact is scarce.

On a more personal note, it has been a pleasure working with my fellow OLAs to serve the profs of the English department. Best of luck as you continue to work and teach in this new environment - I hope that we've helped to make it a little less daunting. - **Philip Zuidema**

