

Online teaching resources (KSU)

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Please feel free to use and link to any of the resources below.

ご自由に下記の資料を使ってください。

KSU resources

- Taiwa sheet (Microsoft Forms)
 - [English instructions](#) (document)
 - [Japanese instructions](#) (document)Developed by Matthew Claflin, Ayako Hirano, Mayumi Asaba, and Betsy Lavolette in the Faculty of Foreign Studies.
- [Help! I can't find...](#) (document)
Looking for Moodle, Outlook email, OneDrive, or Microsoft files that you've created online?
- [KSU Joho Center: How to take online classes \(in Japanese\)](#) (website)
Explains what students are expected to prepare (e.g., computer), defines POST (授業等のお知らせ), Moodle (学習管理システム), Office365メール (メール), Teams (テレビ会議システム) and Stream (動画配信). Explains how to access all of the above.
Has a FAQ.
- [How to Find out Students' Email Addresses \(courtesy of Mayumi Asaba\)](#) (document)
- [Instructions for downloading Microsoft Office apps to computer, tablet, or smartphone](#) (PDF)
- [Entering information about final exam method \(試験方法回答システム\) \(document\)](#)

Teams

- How to log into a Team on iPhone (for students)
Thanks to Matthew Claflin for his help making these videos!
 - [If the teacher manually adds the student \(includes downloading Teams\)](#) (video)

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- [If the teacher provides a link](#) (video)
I don't recommend this method because it requires the teacher to approve each student manually, and this process does not always work smoothly.
- [If the teacher provides a code](#) (video)
- [Enroll students in a Team using the Moodle course code](#) (video)
- [Enroll students into a specific Team page \(courtesy of Mayumi Asaba\)](#) (document)
- [Create a Team and share the Team code \(courtesy of Mayumi Asaba\)](#) (document)
- [Assignments in Teams \(courtesy of Carsten Waychert\)](#) (document)
- [Reuse an assignment in Teams](#) (website)
- [Change your profile picture](#) (document)
- [Moving/Copying Folders or Files from OneDrive to Teams \(courtesy of Mayumi Asaba\)](#) (document)
- [Create breakout rooms in Teams](#) (website)
- [Use whiteboards in Teams](#) (video courtesy of James Henry, requires KSU login to view)
- [Update Teams](#) (website)
- [Create Teams automatically via Moodle](#) (document)
- [Teams tips](#) (document)
- [Record a video using Teams](#) (document)
- [Change the display language for Teams \(document\)](#)

Moodle (3.5.8→3.9.4→?)

NOTE: As of April 2023, many of these resources need to be updated for the new version of Moodle. Please let Betsy know if you are still using the document and would like it updated.

- [Make a course available to students \(courtesy of Mayumi Asaba\)](#) (document)
- [Change the name and availability of a course](#) (document)
- [Email all students in a course](#) (document)
- [Log in \(on a smartphone\)](#) (document + gifs)
- [Change your password](#) (document)
- [Experience your course as a student \(for teachers\)](#) (document + gifs)
- [Add a profile picture \(Windows - Edge browser\)](#) (document + gifs)
- [Add a profile picture \(iPhone\)](#) (document + gifs)
- [Create a shared course page \(or metacourse, e.g., combine sections of the same course\)](#) (document)
- [Create groups and view responses from a single group](#) (document)

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- [Limit access to an activity or resource by group](#) (document)
- [How to see grades and survey results by group \(courtesy of Matthew Clafin\)](#) (document)
- [Add users \(teachers, TAs, students\) to or remove them from your Moodle course](#) (document)
- [Add all users from one Moodle course to a group in a shared course \(metacourse\) page \(or remove them\)](#) (document)
- [Add new sections and move content](#) (document)
- [Back up your Moodle course and restore it to use next year](#) (document)
This is also the process to use if you want to copy something from one course to another, for example, a quiz or survey. (No simpler way, unfortunately 😞)
- [How to submit a hot link in Moodle](#)
- [Check grades and feedback comments \(for students\)](#) (document)
Thank you to Michael Holsworth for helping with the screenshots!
- Activities
 - [Assignments](#) (document)
 - [Create a questionnaire \(survey\)](#) (document)
 - [Create a quiz, check results, & grade](#) (document)
 - [Workshop activity for peer review](#) (website)
 - [H5P](#)
Create interactive content types, such as videos with embedded questions, dictations, and drag-and-drop images.
 - [Attendance](#) (document)
- Resources
 - [Add labels to display links, videos, and other text](#) (document + gifs)
- [Sophia University's Moodle Teacher's Manual](#) (PDF)
This is not fully accurate for KSU's Moodle setup, but some information may be useful.

Microsoft online apps (OneDrive, Outlook, Word, PowerPoint, Excel)

- [Add an email signature in Outlook](#) (document)
- [Add a profile picture in Outlook](#) (document)
- [Expanding full menu in Word](#) (document + gif)

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- [Accept or reject edits in Word](#) (video)
- [Sharing files on OneDrive](#) (document)
- [Sharing files on OneDrive - For students](#) (document)
- [How to check whether you are logged into your KSU account \(vs. personal account\) and log out/log in](#) (video)

Microsoft smartphone apps (OneDrive, Outlook, Word, PowerPoint, Excel)

- Download the apps for your smartphone.
 - [OneDrive for iPhone](#)
 - [OneDrive for Android](#)
 - [Outlook \(email\) for iPhone](#)
 - [Outlook \(email\) for Android](#)
 - [Word for iPhone](#)
 - [Word for Android](#)
 - [PowerPoint for iPhone](#)
 - [PowerPoint for Android](#)
 - [Excel for iPhone](#)
 - [Excel for Android](#)
 - [Teams for iPhone](#)
 - [Teams for Android](#)
- [Add an email signature in Outlook smartphone app](#) (document + gifs)
- [Access email drafts folder in Outlook smartphone app](#) (document + gifs)
- [Get OneDrive smartphone app and create a folder](#) (document + gifs)
- [Sharing documents from Microsoft Office smartphone apps and submitting links on Moodle](#) (document + gifs)
- [Basic Word smartphone app use](#) (document + gifs)
- [Basic PowerPoint smartphone app use](#) (document + gifs)
- [Record and share a PowerPoint presentation on a smartphone](#) (document + gifs)
- [Search for a file in the PowerPoint app](#) (video)
- [Accept or reject tracked changes in Word](#) (document + gif)

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Other

- Image search by license type (e.g., for reuse and/or modification)
 - [Google](#) (choose the “usage rights”)
 - [Creative Commons](#)
 - [Creative Commons Zero licensed photos of Black and Brown people](#)
 - [Noun Project - CC BY licensed icons](#)
 - [The Gender Spectrum Collection: Stock Photos Beyond the Binary \(CC BY-NC-ND 4.0\)](#)
 - [WOC in Tech \(CC BY 2.0\)](#)
 - [PICNOI \(CC BY\)](#)
- How to take a screenshot (photo of your screen)
 - [Windows](#) (video)
 - [Mac](#) (video)
 - [iPhone](#) (webpage)
 - [Android](#) (webpage)
 - [Other](#) (webpage)
- How to make a screencast (video of your screen)
 - [iPhone](#) (document + gifs)
 - [Android \(free Screen Recorder app\)](#) (webpage)
 - [Mac \(Quicktime\)](#) (webpage)
 - [PC or Mac: Screencast-o-matic \(free version available\)](#) (webpage)
- [How to record a PowerPoint as a video using Quicktime](#)
- [The FLTMAG](#)
Lots of webinar recordings and articles about moving to online teaching.
[FLTMAG Resources for COVID-19](#)
- [Teaching language with technology: Basic tools and techniques](#) (companion blog post for a workshop I gave in 2017)
- [Create a free Kahoot account, create a game, and host it](#) (video)
- [Create a free Socrative account, create a quiz, and host it](#) (video)

Zoom (Not supported at KSU)

- Download and log into Zoom on iPhone (for students)
 - [Old version \(March 26, 2020\)](#) (video)

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- [Updated version \(May 3, 2020\)](#) (video)
- [Create breakout rooms \(for teachers\)](#) (document + gifs)
- [Computer audio during screen sharing](#) (document + gifs)
- [Zoom tips](#) (document)
- [Zoom tutorial for online classes \(courtesy of Curtis Hart Kelly\)](#) (downloadable Word file)
- [Using Zoom during class - basic guide for students \(courtesy of Matthew Claflin\)](#) (document)

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