

Lecture Delivery Planning Worksheet

Course ID: _____

Term/Year: _____

Instructor: _____

I. PRE-RECORDED ASYNCHRONOUS LECTURE VIDEOS

Which tool(s) do you plan to use for lecture recording? (* is recommended by DTEI)

☐ YuJa* ☐ Zoom* ☐ Canvas ☐ iMovie ☐ Camtasia ☐ Openshot ☐ PowerPoint (Voiceover slide) ☐ Not sure

☐ **Option A:** I plan to record lecture videos using **Zoom**. I know how to (1) improve the closed captioning quality with Otter, (2) download the Zoom recording file (.mp4), (3) upload the Zoom recording file to YuJa, Google Drive, or other platforms, and (4) make the video available to the student on Canvas

☐ **Option B:** I plan to record lecture videos using **YuJa** (or other recording tools). I know how to (1) record the video using YuJa (or other tools), (2) upload the video file (.mp4) on YuJa, (3) update the YuJa captioning script, (3) insert check-in questions using the YuJa Quiz option, and (4) embed the YuJa video (or YuJa quiz) on Canvas.

☐ I plan to offer the mini-assignments (e.g., discussion board, learning exercise, or video quiz) for students to reflect on (or interact with) the video content as part of the class participation grade.

II. HOST A LIVE SYNCHRONOUS CLASS ONLINE

- ☐ I know how to set up a “no fixed time” Zoom meeting via Canvas
- ☐ I have re-configured the Zoom privacy settings to best reflect my teaching needs.
- ☐ I know how to pre-populate the poll questions and assign an alternative host for my meeting.
- ☐ I know how to (1) locate the Zoom recording link, (2) setup a password for accessing the recording, and (3) download the Zoom recording file

My back-up plan for Zoom ☐ Google Meet ☐ YuJa Stream ☐ Microsoft Teams ☐ Other _____

III. THE LECTURE DELIVERY PLAN

Please determine the lectures that you’d like to offer in the table below. View the examples (purple text) in the first five rows.

Week	Date	Recorded Asynchronous Video Insert the lecture video title and the suggested watch date	Online Synchronous Meeting Insert the live lecture/meeting date and time below	Associated Mini-assignment Insert the class participation activity after watching the video with the due date
0	12/28 – 1/1	Welcome Video (10/5)		Discussion Board: Introduce yourself (10/7)
		Course Overview: Syllabus Review & Canvas Tour (10/5)		Syllabus Quiz (10/9)
1	1/4 – 1/8	Lecture 1-1: Title (10/5)		YuJa Quiz
		Lecture 1-2: Title (10/7)		YuJa Quiz
			Lecture 1-3: 10/9 @ 3PM	Homework Assignment 1
2				

	1/11 – 1/15			
3	1/18 – 1/22 MLK Day			
4	1/25 – 1/29			
5	2/1 – 2/5			
6	2/8 – 2/12			
7	2/15 – 2/19 President's Day			
8	2/22 – 2/26 Spring Break			

9	3/1 – 3/5			
10	3/8 – 3/12			

IV. NEED HELP?

Technology Support Tutorials

- YuJa: <https://yuja.replay.uci.edu/>
- Zoom: <https://zoom.oit.uci.edu/>
- Otter.ai: <https://zoom.oit.uci.edu/accessible-zoom-meetings/>
- Google Meet (Part of [UCI Google G-Suite](#)): <https://apps.google.com/intl/en/meet/how-it-works/>
- Microsoft Teams (Part of [Microsoft Office 365](#)):
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>

One-on-one Teaching Consultation

- [The DTEI Office Hour](#)

Related Webinar and Training Recordings

- [Creating Accessible Lecture Videos and Learning Content](#)
- [Creating an Accessible Instructional Video with YuJa](#)