



MEDCATS HYBRID YEAR

A GUIDE FOR SUCCESSFUL TEACHING AND ACTIVE LEARNING

Supporting Instructional Needs of Faculty in 2020-2021



AMAZING FACULTY & AN AWESOME YEAR AHEAD

In the short time I have arrived on campus, our talented faculty have impressed me to no end. You continue to adapt so successfully to everything the COVID-19 pandemic brings our way.

The Hybrid year is no exception. Engaging our learners requires some changes on our part, without changing our mutual aspiration for high-quality, evidence-based education.

This reference guide is meant to give you a one-stop place for finding the instructions you need to be successful in a hybrid year. Within it, we have laid out an overview of the year's design, as well as the step-by-step instructions you need to succeed.

The Office of Curricular Affairs is your biggest supporter and champion. Please don't hesitate to reach out - there is no question too big or too small. We look forward to your success, for the students' success!

Sincerely,

Janet Corral, PhD
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OVERVIEW: MEDCATS HYBRID YEAR 2020-2021

MedCats Hybrid Year involves evidence-based online learning experiences, with in-person clinical skills, anatomy and ultrasound. Students complete evidence-based recordings prior to active learning sessions, which have embedded Step 1 questions followed by answers debriefed before moving on to the next sub-topic. In-person anatomy, ultrasound and clinical skills support the best evidence in learning key components of becoming a physician.

All courses will provide options for students who are unable to come to campus due to illness or other temporary circumstances.



MEDCATS SYNC

Large group sessions, including lectures, team learning, and clinical reasoning will be online using Zoom.

Active learning is live content using Zoom. Recordings are short 5-20 minutes with focused content on the top knowledge students need to know.



MEDCATS MIX

Clinical skills, anatomy, and ultrasound are in small groups (<10 people).

Students and Instructors all attend class in- person with enhanced health protections, including wearing face coverings and decreasing classroom density.



BACK-UP PLAN

Should the COVID-19 situation change, the MD Program Hybrid Year is prepared to pivot to fully online options.

Learners will engage in anatomy and clinical skills by Zoom and recorded videos. Ultrasound has online modules.

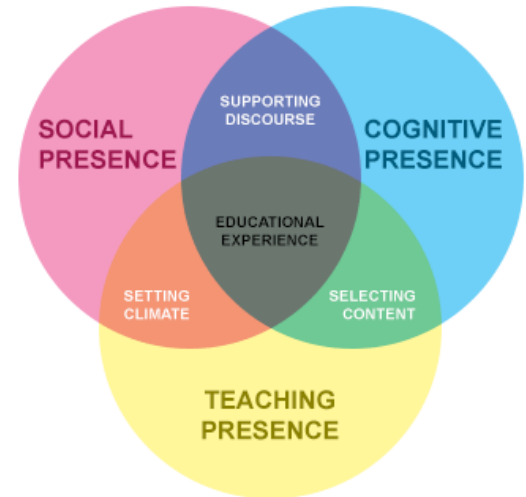


THE IMPORTANCE OF LIVE ENGAGEMENT



Feedback in the moment is the 3rd most effective tool teachers can do to support strong learning outcomes (Hattie, 2008). Having learners come to Zoom sessions prepared to engage means carefully preparing recordings of key content ahead of time, so learners can focus on the live sessions and respond to embedded questions. Debriefing these questions is key in clarifying misconceptions. To support this evidence-based strategy, Curricular Affairs developed an active learning template (Pg 8).

Great online learning is a combination of your teaching presence (including voice, and well-prepared slides, questions and debrief), the students' engagement ('cognitive presence') and the social presence - that is, how much you engage with the learners (Garrison, Anderson & Archer, 2000). This is why it's key to create a well-designed session that will run on time, yet allow for learners to quiz themselves on knowledge, and seek to correct their misunderstandings with a well-planned debrief (you have a good sense of where they typically make mistakes and therefore can anticipate what should be in the debrief). Think ahead to how you welcome the learners to the session, and close the session - with consideration of staying online 15 mins after the session to answer questions with anyone who lingers.



HOW TO MAKE A QUALITY RECORDING

Making a quality recording starts with using evidence-based principles. This short video (8 mins) created by faculty at a medical school in Chicago shows you how: [Multimedia Principles YouTube Video](#).

Other key points:

- Recordings should be 5-20 minutes long.
- Start with your key teaching points.
- Cover content succinctly and clearly, with images that match your content (see [Multimedia Principles YouTube Video](#)).
 - Ensure what you say matches the screen. No words on the screen unless they are word-for-word the same as what you are trying to convey. Do not read your slides - learners can read faster than you can speak.
 - If the recording is 20 minutes, create breaks/pauses/insert questions.
- Close with the same key teaching points.
- Also see [Effective Educational Videos](#) from Vanderbilt Center for Teaching.



ACTIVE LEARNING WITH ZOOM

"How do I structure a live Zoom session?"

- We created an [Active Learning PowerPoint Template](#) for you
 - The evidence-based reasons behind the template are [Slides 6-8](#).
 - Staying on Time in a Live Session: How to Present, Ask Questions, Debrief - see [Slides 19 & 11](#).
- How to ask great questions:
 - [Zoom: Questioning Strategies to Increase Engagement](#).
- Keep announcements outside of class so the time is focused on teaching
 - [Sample slides](#) to put before your presentation slides.

"How do I set up the Zoom Session?"

Your Program Coordinator will:

- Create the Zoom Session.
- Send you an Outlook Calendar invitation with Zoom link.
- Pre-load questions for the polling tool.
- Pre-load breakout sessions.
- Connect with COM-IT, who will be available at the start of the session to check audio.

"I am worried about internet stability. Where can I present from?"

- If broadcasting from home, use an ethernet cable from your home Wi-Fi router to your computer for the session. This creates a stable connection.
- If Wi-Fi is still unstable, please contact your Course Director/Program Coordinator to reserve a Zoom Room (MDL 3113/3114) on campus at the COM-T. Bring your own laptop equipped with camera and microphone.
- Home Wi-Fi Solution: Faculty may reach out to oscr-gtg@list.arizona.edu or call 621-0484 to request gear-to-go technology from UITS. *See last page for additional information.

"I am worried about the flow of the session"

- Book a practice time with Curricular Affairs.
- The Program Coordinator will join you and provide feedback on the session.



ACTIVE LEARNING WITH ZOOM

"How can I prepare for the best session possible?"

- **Arrive 15 Minutes Early and Stay on Afterwards:** Join the call early to field access questions and stay on the call late to answer any follow-up questions.
- **Compose Your Environment:** Think about how you will appear on screen. Ensure that the lighting is clear, not dark or over bright. Dress as you want to be perceived: serious, laid-back, quirky. The same goes for your background. Will you set yourself up in front of a bookshelf? At the kitchen table?
- **Limit Distractions:** If possible, silence your phone and go to a room where you can close the door. Be sure to consider white noise, too. Is there an air conditioner, fan, washing machine, or dishwasher that will make it difficult to hear you.
- **Provide Guidance In-Meeting:** You can't expect students to know how to use the software the first time they join, so be prepared to provide a quick tutorial on how to mute audio and video, type in the chat box, and join by phone. Likewise, be familiar with the University of Arizona Zoom [Security](#) and [Privacy](#) and [Accessibility](#) Policies (or at least know where they are) in case you need to field student questions.
- **Have a Contingency Plan:** If the connection fails, what will you do? [Ray Ostman at the University of Illinois at Urbana-Champaign](#) suggests "[having] a plan-of-action prepared if [you] run into issues." Is there another way you can reach your students, even if it's to say, "I'll be back in a moment"? Check out the University of [Arizona Information Technology](#) website for Zoom support.

Let's Get Started...



GETTING STARTED ON ZOOM

Zoom is the University of Arizona's online synchronous meeting tool of choice and is free to use for any university employee and student. It has the ability to use video cameras, microphones, screen sharing, polling, whiteboard, and chat, to name a few.

- Start by going to: <http://arizona.zoom.us>.
- Click on **Sign in**.
- Enter your **NetID** and **Password**.
- Pin Zoom to **taskbar** (right click on Zoom icon and select **Pin to Taskbar**) for easy access, or
- Download Zoom Client, [Zoom Client for Meetings](#).
- Click on **Sign in with SSO** and enter your **NetID** and **Password**.
- After signing in, you will see the **Home** tab, where you can click these options: **New Meeting**, **Join**, or **Schedule**
 - **New Meeting**: clicking this tab will allow you open an instant Zoom meeting.
 - **Join Meeting**: clicking this tab will allow you to join a meeting in progress by entering meeting ID and password.
 - **Schedule**: clicking this tab will allow you to schedule a future meeting.
- Click here for more links to [Top 20 Zoom Resources](#).

SECURITY AND PRIVACY

Avoid uninvited guests from Zoombombing by taking on a few security tips. To report Zoombombing incident, Please report to the [UA's Information Security Office](#).

A few tips for securing your meetings:

- Do not publish Zoom meeting links on publicly available webpages and social media.
- Password-protect your meetings
 - After you log in, click on **Settings**.
 - Toggle **Embed password in meeting for one-click join** to **OFF**.

Embed password in invite link for one-click join



Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

- When scheduling your meeting, select **Require Meeting Password**

Meeting Password

Require meeting password

6464

Additional best practices for protecting your meetings and classes can be found at: <https://it.arizona.edu/documentation/zoom-security-options>.




SCHEDULE A ZOOM SESSION OR MEETING

- Go to **Zoom Client** and **Schedule**, or
- Go to <https://arizona.zoom.us>.
- Click the **Sign In** Button.
- Log in with your **UA NetID** and **Password**.
- You will then be taken to the Zoom Web Portal and to your profile page.
- Click on the **Meetings** button in the left-hand navigation.
- Click on **Schedule a New Meeting** button.
- Fill in the details of your meeting.
 - Set **Meeting ID** to **Personal Meeting ID** xxx-xxx-xxxx (auto populates your ID#).
- Click the **Save** button when you are done creating your meeting.
- After you save, click on **Add To** to download to your calendar.

JOIN A CLASS/MEETING




- Join a Zoom meeting from a meeting link or with Meeting ID and Meeting Password.
- To join a meeting via meeting:
 - Click on the meeting URL link: <https://arizona.zoom.us/j/0123456789> OR
- Join meeting with a Meeting ID: XXX-XXX-XXXX and Meeting Password.
- For more information on how to join a meeting, click here for short video and step-by-step instructions: [Joining a meeting](#).

RECORD A ZOOM SESSION

- Open Zoom meeting.
- Click on **Record** located at the bottom of Zoom screen bar 
- A window will pop up asking you if you want to **Record this meeting to the cloud?**
- Click **Continue**.
- If meeting was created with personal Zoom account, Zoom will send you an email when recorded link is available.
- If meeting was created with a Curricular Affairs Zoom Service account or Coordinator account, Zoom recording will automatically be uploaded to the Panopto course folder.



SHARE SCREEN (WHITEBOARD + ANNOTATION)

- Open Zoom meeting.
- Click the **Share Screen** button located in the bottom meeting controls. 
- Select one of these screen share options:
 - Basic: Share your entire desktop, specific application window, or **whiteboard**.
 - Click on window you want to share then click on **Share button** on bottom right of screen. 
 - When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.
- To use the **Whiteboard** for a blank white screen, click on Whiteboard after you select Share Screen.
- To **Annotate** while sharing screen, click on the Annotate button on meeting controls. 
- For more details on sharing screen, click [Sharing Your Screen in a Meeting](#) for video and step-by-step instructions.




CREATING POLLS

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting.

- Log into Zoom.
 - Go to the **Meetings** page and click on your scheduled meeting, or schedule a new meeting.
 - From the meeting management page, scroll to the bottom to find the **Poll** option.
 - Click **Add** to begin creating the poll.
 - Enter a title and your first question.
 - Select single choice or multiple choice and type in the answers to your question.
 - To add multiple questions, click **Add a Question**.
 - Click **Save** at the bottom when finished.
 - For more details on Polls, click [Polling for Meetings](#) for video and step-by-step instructions.
- You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.



LAUNCHING A POLL

- Start the scheduled Zoom meeting.
- Click **Polls** in the meeting controls. 
- Select the poll you would like to launch.
- Click **Launch Poll**.
- The participants in the meeting will now be prompted to answer the polling questions. Only the host will be able to see the results live.
- To stop the poll, click **End Poll**.
- If you would like to share the results to the participants in the meeting, click **Share Results**.

1. LAUNCH POLL

Polling 1: Polling Questions	Edit
1.What is your favorite color?	
<input type="radio"/> Red	
<input type="radio"/> Green	
<input type="radio"/> Blue	

2. END POLL



Polling Questions in Progress	00:00:19
Attendees are now viewing questions 1 of 1 voted	
1.What is your favorite color?	
Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

3. SHARE RESULTS

Polling 1: Polling Questions	Edit
Poll closed 1 voted	
1.What is your favorite color?	
Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

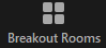
MANAGING BREAKOUT ROOMS

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can switch between sessions at any time.

- You can **pre-assign participants** to breakout rooms when you schedule the meeting instead of managing them during the meeting.
- Breakout room **participants** have full audio, video, and screen share capabilities.
- Only **Host** can assign participants to breakout rooms.
- The **Co-host** can leave and join any breakout room only if they join a breakout room assigned to them by the host.
- Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**. 
- The Host can **broadcast** a message to all breakout rooms to share information with all participants. 
- For more details on Breakout Rooms, click [Managing Breakout Rooms](#) or [Pre-Assigning Participants to Breakout Rooms](#) for video and step-by-step instructions.



CREATING BREAKOUT ROOMS

- Start an instant or scheduled meeting
- Click **Breakout Rooms**. 
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
 - **Pre-Assigned:** Set-up this option under settings when scheduling meeting.
- Click **Create** breakout rooms.
- The rooms will be created, but will not start automatically. You can manage the rooms prior to starting by clicking on **Options** and then **Open All Rooms**.

Options:

- **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
- **Allow Participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
- **Breakout rooms close automatically after X minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

Thank You!



ADDITIONAL ZOOM RESOURCES

For additional Zoom Resources:

- [Host and Co-Host Roles in a Meeting](#)
- [Attendee Controls in a Meeting](#)
- [In-Meeting Security Options](#)
- [Security and Privacy](#)
- [Inviting Others to Join a Meeting](#)
- [Can I Host Concurrent Meetings?](#)
- [Scheduling Recurring Meetings](#)
- [Audio, Video, Sharing Options](#)
- [In-Meeting CHAT](#)
- [Sharing a Whiteboard](#)
- [Using Annotation Tool on Shared Screen or Whiteboard](#)
- [Zoom Video Tutorials](#)
- [Live Training Webinars](#)
- [Setting Up Virtual Office Hours](#)
- [Using the Waiting Room in Zoom](#)
- [Zoom Technical Support for Instructors](#)
- [HIPAA Zoom Meetings](#)
- [Zoom for Telehealth](#)
- [Student Tips for Participating in Online Learning](#)
- [Using Closed Captioning](#)
- [Using Audio Transcription for Cloud Recordings](#)
- [Zoom Accessibility Techniques for Meetings and Classes](#)
- [University of Arizona IT Accessibility](#)
- [IT Accessibility Consultation Request Form](#)
- [IT 24/7 IT Support](#)

*Boost Home Wi-Fi: Faculty may reach out to oscr-gtg@list.arizona.edu or call 621-0484 to request gear-to-go technology from UITS.

A note about gear-to-go: Faculty should check all parts of the system within their control: internet service provider, practice speed tests with other devices off (tablets, phones, Wi-Fi connected TV or home appliances, etc.). Faculty can buy ethernet cable to connect directly into the modem to access the internet. Contact 24/7 Support (520)626-8324 or ISP to troubleshoot connect issues.

Options to test Wi-Fi speed:

- <https://www.cox.com/residential/support/internet/speedtest.html>
- <https://fast.com>
- <https://www.speedtest.net/>

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UPDATE: HOME WI-FI HOT SPOT SOLUTIONS WITH GEAR-TO-GO

We have some clarification from the Office of Student Computing Resources (OSCR) regarding the Wi-Fi hot spot solution with gear-to-go.

These are mobile hot spot options that provide a new ISP via small portable cellular modem and wireless router combination device. It does not boost Wi-Fi, but rather replaces it with a different connection from a different ISP (AT&T) who may or may not be reliable in your area.

If your existing networking hardware is out of date (router and modems, etc.), they may not be capable of supporting the Wi-Fi hot spot solution.

The OSCR recommends working with UITS 24/7 IT support to troubleshoot Wi-Fi issues and get to the root of the problem before receiving a gear-to-go hot spot.

The OSCR has determined the following conditions reasonable for faculty to receive a Wi-Fi hot spot:

1. As a short-term solution where the faculty member has tried basic troubleshooting through available support options and isn't confident that other solutions will be timely. Getting them up and running with a hotspot before July 27, 2020, shouldn't be an issue. However, we may experience demand from others who need long term solutions when the Fall semester ramps up.
2. Where all other options have been exhausted. For example, they have explored traditional and cellular ISPs in their area, and have network hardware that is relatively new and up to spec, yet still have issues maintaining a solid connection of 10Mbit or more (10Mbit should be sufficient in almost all case).

However, it may take time (and money) to determine the conditions in the second case. This is where the timeliness condition of case 1 kicks in. We can temporarily handle the increase in demand. Faculty must return units back so the other students, faculty and staff may utilize them come fall.

