


2021 Semester Start Up for PMBA Hybrid or Online Courses

Helpful hints for getting off to a good start!

Before you start, your course should be enabled from [Class Setup Tool](#) in UB Hub and then you can copy over from the previous semester. Check your **date of enrollment**, which is when students are loaded in, and can **see** what you have opened in your course. Remember you can always make individual items (folders, content, quizzes) you don't want them to see just yet but clicking on right drop down arrow and making them unavailable.

- 1) **If you need a refresher**, I have many how-to online/hybrid materials and videos in the UBLEarns course called, **SOM Course Template** in the **"For Faculty Only"** section grouped by topic. There is a section called: "2. Setting up your Course Structure, using a Template and Semester Start Up"
- 2) **New items in the template and new options:** you may want to individually copy these over into your Spring courses rather than exporting/importing the entire SOM template into an existing PMBA course. It depends on how much of your course you want to 'keep' but it is ok copy over (don't move) certain components from the SOM Template. Delete out any older items from your if you do so.
 - a. **Semester Start Up** – has new **"Getting Started"** section with Student technology set up and requirements section, new Copyright section and a new **Get Ready to Zoom** section, really important you and students get set up properly on Zoom.
 - b. **Student Support Policies, Help** – updated and with some new links and information so you want to copy that into your course
 - c. **Weekly content** I have created new weekly or module format options you may like such as the table format below (invented for Jack Jiang's course). You would need to copy and paste your text content into the table and update the titles etc. I can help you get started with this.

Learning Module Sample 2 - Table Format © A8

Class 3 - Fri, May 29, 2020	
	Activity-based Costing Activity-based Management
Read Prior to Class:	Chapter 6: pp. 206-225
Case Preparation Work:	All cases are found in Course Documents>Cases link to the left Worksheets are found in Course Documents>Lecture Notes and Handouts>Case Preparation Worksheet link to the left Destin Brass Products - Worksheet submitted to course assistant via email by start of class
In-class Quiz:	Quiz #1 (focus on the basics of costing decisions)
After-Class Exercises/Assignments:	Chapter 6: Exercises 10, 20, 21, 22, 23, 25, 26, 27, 29 Individual Case Assignment #2: Dakota Office Products , due by Sunday, June 7. Submit to course assistant via email.

- 3) **Zoom Meeting Tool Link:** You will want to add to the Zoom Meeting tool link you need to add to your left-hand menu. It is very important you and your students use the SSO login with your UBIT usernames and passwords. Also, you really want to make sure your Zoom desktop app is updated. This is all in the SOM Template in the **"Get Ready**

to Zoom” section of Startup. If you or others are not updated, many things don’t function right such as the Breakout Rooms.

- 4) **In the previously created courses**, there are always **a lot of dates that need to be changed**. Due dates on assignments, tests, quizzes are often found by editing those items. Dates are also written into the weekly content as reminders for students. You have to really look for them and read everything on the pages.
- 5) **Always try a student preview mode** (the eyeball in upper right) to see what students are going to see for the semester start up. You have to check when things appear. To set dates of availability dates for each item, click the drop down and edit that item and its dates. These need to be updated every semester.
- 6) **Video Content and Zoom Meetings:** Using the Zoom tool, it is much easier, your students go to one place. You should create recurring meetings for your class times. Zoom meetings can automatically be recorded if you choose that option when building your Zoom schedule, or you can manually start a recording. Video content from previous semesters, you should have enabled your course and work with Kevin on that. Here are some [hints on Breakout rooms](#) and things to know such as what records, screen sharing etc. in Zoom breakouts (thanks Kev).
 - **Enabling UB Learns for Panopto:** (done every semester)
<https://ub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b28442d5-6cfb-4c1d-9657-ad7b011a5e15>
 - **To Copy or Move Recordings:** Watch <https://ub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=fbf19d5d-4c92-48ca-9efd-ab7c01346167> and/or read <https://support.panopto.com/s/article/merge-and-copy-1> or Section 1 here: <https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos>
 - **Zoom Recording Policy:** Zoom recordings with student identifying information in them *CANNOT be re-used from semester to semester* per UB policy. Zoom recordings should also be deleted after final exams/grades are submitted. To read the policy, please see <http://www.buffalo.edu/ubit/policies/guidance-documents/guidelines-for-recording-with-zoom.html>. Please reach out to the Dean’s Office with any questions or concerns you may have.
 - **Reusing Panopto Content from semester to semester in UB Learns:** UBIT has run some workshops on this: (<https://ub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3ddd0690-a6c8-4ab3-8844-acb7013bfd12>) and documentation at <https://buffalo.box.com/s/p4882h20sl3rh61wxc8l1pn475cr9b67> Please reach out to kjhartma@buffalo.edu for more information.
 - **Embedding Panopto Video in UB Learns:**
<https://ub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7e95758a-8707-4746-b96a-ad740121cc08>

- 7) **Grade Center** – Go to *Grade Center*>*Full Grade Center*. Grade centers always need a once over every semester. You want to see what is in there, what may be missing, and put them in order using the Manage > Column Organization function

Hint: Also, during the first few weeks, you can always check your Grade Center>Full Grade Center> to see who has logged into your UBlerns course. Just sayin'!

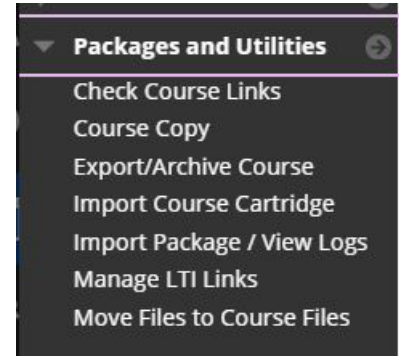
On a side note: Looking for ideas on how to be more engaging in your Zoom Class? Jim Lemoine presented a wonderful session last August on fun & engaging ideas. His recording is found here: <https://youtu.be/shkcEOnCwdk> Many asked how he did his presentation, he did it on the green screen in the library. We can do this type of recording in the Pocket Studio (rm. 326). We can schedule you in if you like anytime to record!

Copying from the Template Course into Another Course

To use the template for either a new course, or for an existing course for a new semester, you want to begin by first using the UBLearns Course Set Up Tool to request your new course area. Once your new course shell is generated, you will want to first copy the template into that blank shell before creating new content, or copying materials from an existing course into the new course shell.

To do this:

1. Go into the Template Site.
2. Select the Packages and Utilities submenu.
3. Select Course Copy.
4. Copy Course materials into an existing course.
5. Browse for your destination course.
6. Select All under the Course Materials.
7. Then Submit.

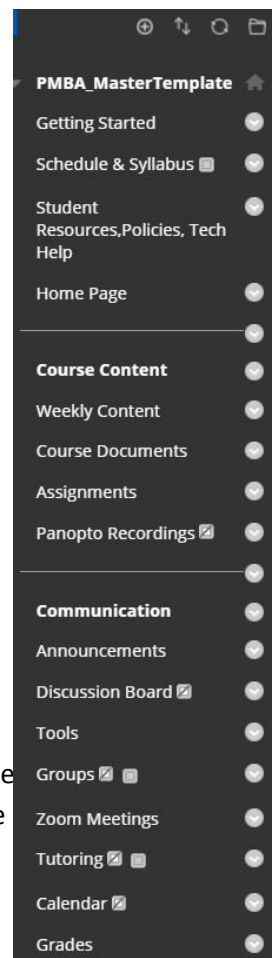


This is all you need to do to start using the template. If you are starting from scratch with a new course, you can now go into your new course shell, where you will see the template has been applied, and you can start making changes and creating your content. You will be able to delete any content you do not want. You can also hide content, but leave it in the course, if you may want to use it in the future.

If you are planning on copying existing materials from an old course to use in your new shell, follow the same basic steps, once you have the template copied into your course:

1. **Go into your old course site, where the materials currently are.**
2. Select the Packages and Utilities submenu.
3. Select Course Copy.
4. Copy Course materials into an existing course
5. Browse for your destination course.
6. Under Select Course Materials, Select all of the content areas that you would like to copy over, **Do not Select any of the Options under Settings.**
7. Then Submit.

Once you have done this your materials should now be in the new course. You will most likely need to go in and move each item in your course into the appropriate place in the template. You may also need to delete any menu items you had in the old course that do not correspond with the template (ie. Course Documents and Course Information). This may be a little time consuming, but you will only need to do this the first time that you are using the template for your course. In future semesters, you will be able to use the updated course, without having to go through this process again. If you have questions about this, please contact our learning designer or CEI's design staff, and we will be happy to help you with this. At Right is an image of the course menu as it should appear after you have the materials and removed any extraneous menu items.



Hybrid and Online Course Development Timeline

Preparing for your online or hybrid course.

Pre-Semester Procedures

A. About 4 Months Prior to the Course Start Date (As Early As Possible)

- **If you would like to review or enhance your course, set up a one-to-one consult meeting with our Learning Designer, Jeanne Myers, PhD., Jeannemy@buffalo.edu 645-5220 Office: 232 Jacobs**
- **Plan your course**
Jeanne will support you to design, develop, and implement content to meet your instructional needs. Bring the following with you:
 - Syllabus
 - Course Timeline
 - Schedule of Deliverables or assessments
 - Grading Schema
- **Identify learning materials:** books, websites, simulations, Harvard Business Cases, etc.
- **Identify need for groups, breakout rooms**
- **Identify exam needs** – quizzes, midterms, final exams

2-3 Months Before the Course Start Date

- **Check to see if your course is enabled in Ublearns. If not, you will need to enable your course on Ublearns with the [Class Set Up Tool](#).**
If this was already done for you, it would already be listed in your courses on the Ublearns [home page](#).
- **Set the enrollment date** (this is the date your students have access to your Ublearns course)
By default, students will be added to an enabled course about 7 days before the official course start date. You can [modify the enrollment date](#) to allow students to access generally 7-14 days before your course's semester start date so they may gain access to important course information (syllabus, textbook, etc.) and any pre-work you want them to do.
- **Re-using Course Materials or Using the School of Management Master Template**
 - Determine if you want to use the School of Management Master Template and/ or if you will need to COPY your Previous Course (IF you are using previously built course materials)
 - Use these instructions for [copying a previous course](#) into a new course shell you will need to update all dates to reflect the current semester.
- **Order your books, ebooks, cases, simulations, or any learning materials.**
Please contact Caitlin Janik (caitlinj@buffalo.edu) if she has not already reached out to you. These must be identified as early as possible so that they are purchased and ready for use.
- **To Create Video or Multimedia Content (optional):**
 - Set up a recording schedule and location with Jeanne or Kevin Hartman (kjhartma@buffalo.edu). It takes a concerted effort to record and produce video content for your course. Please set this up as soon as possible.
 - Arrange for synchronous (real-time) lectures, meetings, office hours, presentations, etc. using. This can be done using UB Learns Zoom tool in your course.

On or Near the Opening of Your Course

Send a welcome message

Introduce yourself to the class; provide basic course policy information, etc., by:

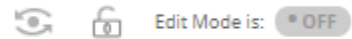
- Record a video welcome message that goes over how to use and be successful in your course, or
- Post a written welcome announcement in Ublearns. Use the 'email all users in the course' option which sends an email to all the students in the course at once.

Before Your Course Enrollment Date

Complete course set-up

- Check in with Jeanne and make sure that all unit folders contain the appropriate readings materials, assignments, and other learning objects are open and dates are set available when they should be.
- Verify any adaptive release items are set properly (availability dates).
- **Check the Course Enrollment date with the Class Set Up Tool this is when the course actually opens** to your students.

Within Your Course: Check over the following:



- **Add your Zoom meetings** in by using the Zoom tool from the *left* menu. If you don't have one, use the + and add tool, Select Xoom **Click on your links** to resources, materials, files, websites, videos
- **Check all due dates in Ublearns** – particularly assignments, projects, quizzes etc. go to Tools > Calendar to get an overall view. You can even change due dates from calendar view by clicking and dragging the event from date to date

Check to see what is available (or open) to your students is what you want. Use the Student Preview mode to best preview what they will see.

- Make sure the menu items you want open are open (or closed) depending on what is ready for your students to see
- Always check on assignment, quiz or test availability dates, these test dates are usually pretty critical

It is critical that your course contains basic course information by this point, as your students will now be able to access your course

Suggested items:

- Welcome Announcement
- Syllabus and Course Schedule
- Summary of Deliverables
- Getting Started folder items (Introductions discussion forum or FlipGrid, icebreaker activities)
We have a folder for Getting Started in the PMBA Master course template you can copy

I. Support/ Resources

- Ublearns and Course Development Support: Jeanne Myers, jeannemy@buffalo.edu
- Panopto and Video Support: Kevin Hartman, kjhartma@buffalo.edu
- [School of Management Teaching Online Resources](#)
- [School of Management IT Services](#) and [IT Service Requests](#)

Get ready for a great semester!

Jeanne M. Myers, PhD.

Learning Designer, School of Management | Pre-Semester Procedures | Last Updated: 8/6/21