



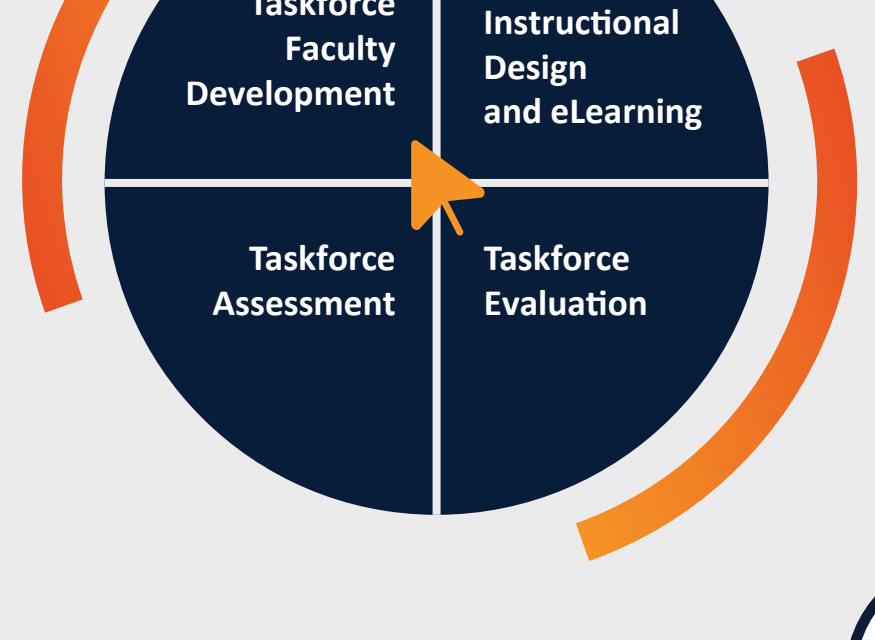
TOP 10 QUESTIONS ON HOW TO CONDUCT TECHNOLOGY ENHANCED LEARNING (TEL) AT FHML

This file is here as a guide. The links lead you to useful information available at FHML for designing and carrying out your online and blended courses.

- 1 FHML Taskforces
- 6 Video Conferencing Tools
- 2 Blended Design
- 7 Assessment
- 3 Interactive Teaching
- 8 Tools
- 4 Canvas Support
- 9 Professional Development
- 5 Create a Video
- 10 FHML Support

1 HOW CAN I ASK FOR FURTHER HELP IN REDESIGNING MY ONLINE COURSE?

You can always ask for guidance and support from one of the taskforces at FHML. The email address of Docprof is the access point to all 4 taskforces: doc-prof-fhml@maastrichtuniversity.nl



2 HOW CAN I REDESIGN MY COURSE AND MAKE IT SUITABLE FOR THE ONLINE/BLENDED TEACHING/LEARNING?

- > UM **guidelines for re/designing** an online course
- > Online and face-to-face teaching and learning activities **ABC**
- > Video on **ABC course design**
- > Suggestions for **Online line and site planning**
- > Adapting the 7 jumps to online learning e.g. **1 and 2**
- > Online learning – **Engaging and motivating** your students
- > Tutoring and student guidance e.g. **1 and 2**
- > Digital didactics: **Online education**
- > online resources for UM teaching staff – **EDLAB** and **FHML Docprof**
- > Aligning learning outcomes to teaching and learning activities and assessment – **Constructive alignment**

3 HOW CAN I DESIGN EFFECTIVE INTERACTION IN MY TEACHING?

- Conducting an **online Tutorial as a Tutor**
- Conducting **online lectures, interactive and fruitful**

4 HOW CAN I FIND CANVAS SUPPORT FOR UM STAFF?

- FHML support on Canvas - canvas-fhml@maastrichtuniversity.nl
- Instruction on **uploading Zoom recording to myMediasite** and sharing link
- UM Canvas Support Portal
- Canvas training course module on sharing Mediasite videos in canvas
- A quick Canvas tour for tutors
- Canvas discussion scenarios
- Showcase **Canvas instruction videos**
- Recorded Canvas theme webinars

5 HOW CAN I CREATE A VIDEO?

- YOUR VIDEO CAN BE AS EASY AS **RECORDING YOUR PPT** WITH OR WITHOUT YOUR TALKING HEAD.
- MAASTRICHT UNIVERSITY VIDEO PORTAL – **VideUM**
- Access to Mediasite **Upload**
 - Guidelines to **Create a video step by step**
 - Support options **DIY studio**
 - Platforms and channels **Find existing video**
 - Interviews with UM teachers **Good practice section**
 - Video design and embedding in your curriculum **Didactics section**
 - How to handle **Copyright and imageright section**
 - Editing and recording **Video tools clip**
 - and examples **Video formats**

MAKE AND UPLOAD YOUR VIDEO PRESENTATIONS – **MYMEDIASITE**

6 HOW CAN I USE THE DIFFERENT VIDEO CONFERENCING TOOLS? ONLINE TEACHING AND LEARNING

Choosing a **UM licensed Web Conference tool** for Education
Quickstart **ZOOM in UM Canvas**

VIDEO CONFERENCING

- ZOOM for UM (Teaching) Staff
- Collaborate Ultra in Canvas
- Teams manuals

Large video conferencing – **Zoom webinar manual**
FHML support on large ZOOM webinars – video-FHML@maastrichtuniversity.nl

7 HOW CAN I BEST DESIGN MY ASSESSMENT?

- FHML support on assessment- **FHML taskforce assessment**
- Roadmap to assessment formats**

8 HOW CAN I FIND SOME USEFUL TOOL FOR ONLINE TEACHING AND LEARNING?

9 HOW CAN I FURTHER IMPROVE MY TEACHING SKILLS?

10 WHO TO CONTACT AT FHML:

- FHML blocksupport (BMS, Health, Medicine)**
 - ✉ Blocksupport-hls@maastrichtuniversity.nl
 - ✉ Blocksupport-med@maastrichtuniversity.nl
- FHML video/ mediasite/ zoom support**
 - ✉ video-FHML@maastrichtuniversity.nl
- FHML canvas support**
 - ✉ canvas-fhml@maastrichtuniversity.nl
- FHML ICT support**
 - ✉ fhml-ict-support@maastrichtuniversity.nl
- FHML support (all taskforces):**
Guidance on course design, assessment, evaluation and teacher support
 - ✉ doc-prof-fhml@maastrichtuniversity.nl