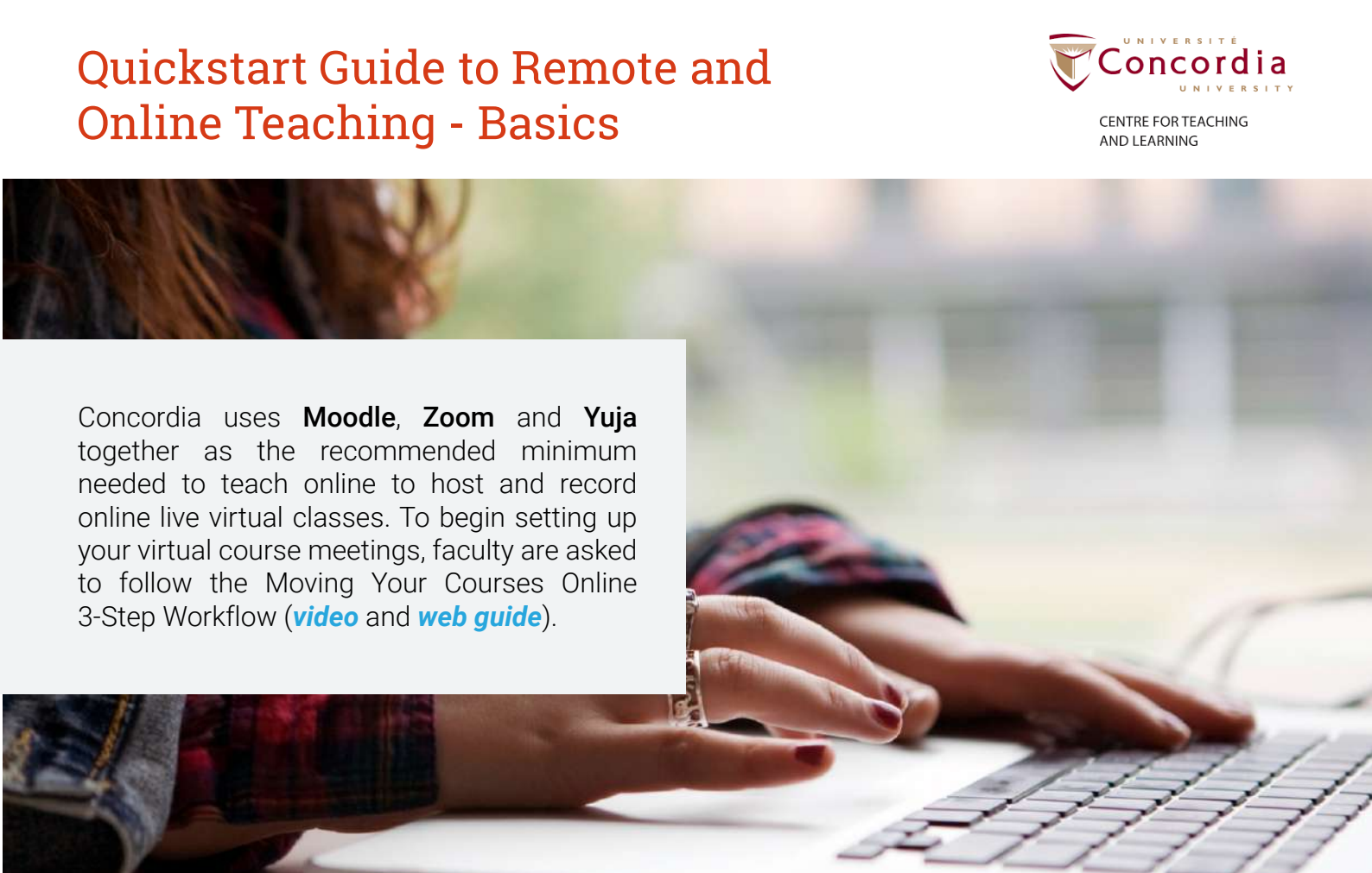


# Quickstart Guide to Remote and Online Teaching - Basics



Concordia uses **Moodle**, **Zoom** and **YuJa** together as the recommended minimum needed to teach online to host and record online live virtual classes. To begin setting up your virtual course meetings, faculty are asked to follow the Moving Your Courses Online 3-Step Workflow ([video](#) and [web guide](#)).

## MOODLE

### Learning Management System

Moodle is a secure and private online learning management system (LMS) used by Concordia faculty to post course content and facilitate online learning activities and communications for all courses. Concordia currently uses Moodle as its LMS to enhance a face-to-face class or to support blended or online classes. Moodle is used for course communications, group activities, assessment activities (e.g. assignments and quizzes), getting feedback on student learning, etc. Posting course content to Moodle is the very basic use of Moodle.

### Course content and engagement

It is essential that all students are able to access their course content in one place consistently. This will minimize confusion for your students. Whatever resources you wish to make available to your students, upload them to Moodle so that your students will easily and securely know where to find them. Moodle also offers many ways for you to maintain connection with your students. We encourage you to consider building in ways for students to engage with you, with each other, and with course content.

## ZOOM

### Web conference

Zoom is a web conferencing solution that provides an online space for live virtual classes. It is a way to hold a class virtually where all participants can be seen and/or heard and the instructor can share the contents of their screen. Zoom can also be used effectively to have students work together in small groups and/or deliver class presentations.

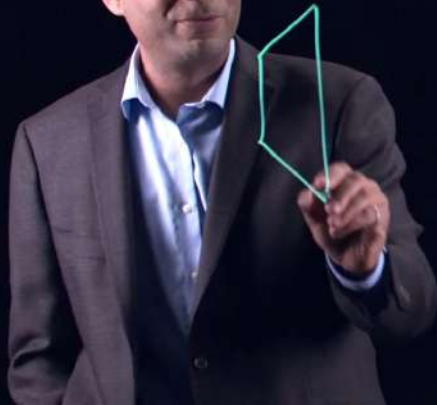
## YUJA

### Lecture capture

YuJa is a video software platform used to upload and publish recorded Zoom classes to the Moodle course page. YuJa is an important component of the 3-step workflow because it allows faculty to easily edit their Zoom recording, add closed-captions for improved accessibility and can help protect intellectual property. YuJa can also be used as a tool to record live lectures in the classroom for viewing later, and record lectures or other types of video outside the classroom (in online, hybrid, and flipped classes, for example).

# Quickstart Guide to Remote and Online Teaching - Basics

What is a thermodynamic cycle?



## LIGHTBOARD STUDIO

Concordia offers faculty a service to record visually engaging lectures for their students

New studios equipped with lightboard technology, and recording equipment on the SGW and Loyola campuses are ready for use. Faculty are invited to create tutorials for students using a writeable LED glass surface. It's a great alternative to whiteboards and chalkboards and the work is recorded so it can be added to Moodle allowing students to follow and review course content at their own pace.

[Learn more](#)

## ESSENTIAL PRINCIPLES

It is important that four core principles are respected:

- Use Moodle
- Be accessible
- Protect privacy
- Be aware of your intellectual property

## ATTENTION

Be sure to review all of the [Essential Principles](#) before you begin teaching online.

## SELF-ASSESSMENT TOOL

This [self-assessment tool](#) can help faculty understand their digital skills and readiness to teach online.



This resource was developed by Concordia's Centre for Teaching and Learning. To learn more about this subject, please visit the [CTL's official website](#).