Workshop Schedule: CEMS Preparations for Remote Instruction

**Monday 3/16/20**

8:30-9:30   Screencast-o-matic 101
9:45-11:00  MS Teams: How to set up a class in MS Teams; How to schedule a virtual lecture (meeting); How to record a lecture.
11:15-12:30 MS Teams: Setting up team channels for group work and special applications
1:00-2:30   Assessment: Blackboard & Respondus
2:45-4:15   Gradescope: Setup and assessment
2:45-5:00   Lab Info Sessions

**Tuesday 3/17/20**

8:30-9:30   Screencast-o-matic 101
9:45-11:00  MS Teams: How to set up a class; How to schedule a meeting for class; How to record a lecture.
11:40-12:55 College Meeting – Remote MS Teams
1:15-2:45   MS Teams: Setting up team channels for group work and special applications
3:00-4:30   Assessment: Blackboard & Respondus