

How Your Teaching Team (GSIs and IAs) Can Help

If you have a Graduate Teaching Instructor (GSI) or an undergraduate Instructional Aid (IA) assigned to your class, please note that they are also being trained by us (CRLT-Engin) and are able to enhance your course in many ways. At the same time, please remember that GSIs and IAs are students too and keep in mind the time that they are hired to work - typically a maximum of a 0.5 appointment for GSIs and about 10 hours/week for IAs (please confirm with your department administrator).

Ways in which they can enhance your teaching include:

Course setup and structure	
Possible Task	Tools and Examples
Suggest tools that may help with course delivery.	<ul style="list-style-type: none"> Use Canvas for central course access, announcements, discussions, peer reviews, assignments, quizzes and exams. Use Zoom for office hours, small group meetings, review sessions, labs. Use Kaltura Capture for recording screencasts and video presentations.
Help set up the Canvas course and simplify the navigation.	Aim for a good mix of navigational approaches so students experience neither scrolling nor clicking fatigue. <ul style="list-style-type: none"> Remove Canvas navigation buttons that are not used. Organize pages, discussion and assignments into modules to help students progress through the course.
Record a “how to navigate this course” video.	Record a screencast with Kaltura showing how the Canvas course is organized and demonstrating how to access lessons, discussions and assignments. See Quick Tips on Recording Home Videos on the last page.
Check course materials for accessibility.	<ul style="list-style-type: none"> Use the Canvas Accessibility Checker on Canvas Pages. Add captions to course videos.
Determine and communicate to students your availability in the course.	<ul style="list-style-type: none"> For example, “<i>I will check discussion posts or email between such and such hours each day.</i>” When and how will you meet students for “office hours”? When will you provide feedback on assignments?
Set-up appointments for office hours.	Use Google appointment slots or the Remote Office Hours Queue

Content, activities and assessments	
Possible Tasks	Tools and Examples
Record and upload course videos.	Course videos should be short and may: <ul style="list-style-type: none"> Explain a concept or an assignment Work-out examples Demonstrate an experiment or a procedure See Quick Tips on Recording Home Videos on the last page.

Help create and upload assignments and assessments on Canvas	<ul style="list-style-type: none"> • Students can type text, embed media or upload files in their assignment submission. • You can set up quiz questions that are automatically graded (e.g. if multiple choice).
Assist with feedback and grading	<ul style="list-style-type: none"> • Provide text, audio or video feedback and assign a grade on Speedgrader • Create rubrics on Canvas • Create solution keys and upload it as a pdf file on Canvas
Set-up groups or peer-reviews on Canvas	<p>Students can:</p> <ul style="list-style-type: none"> • complete assignments in small groups • have a discussion in a small group • exchange feedback with each other.

Engagement and Interactivity

Possible Tasks	Tools and Examples
Assist during a videoconference.	<ul style="list-style-type: none"> • Manage the chat: read comments, type answers to questions and/or communicate with the presenter to make sure they address important issues. • Set up breakout rooms and assist with small-group activities. • Set up and manage polls • Turn on closed captioning options on zoom or google slides.
Manage discussion forums, or question and answer boards.	<ul style="list-style-type: none"> • Respond to student discussion posts on Canvas, answer questions, and ensure students are following discussion norms.
Meet with student groups (synchronously).	<ul style="list-style-type: none"> • Set-up regular, short, Zoom meetings with small groups of students to check in and answer questions. • Ask project groups to meet weekly in Zoom and join a different group each week as an observer.
Lead a synchronous lab remotely.	<ul style="list-style-type: none"> • Hold a Zoom meeting while you are in the lab and students are geographically dispersed. • Student-groups can design an experiment that you perform while they observe remotely. • Other ideas for remote labs and projects in this link.
Post course announcements .	<ul style="list-style-type: none"> • Send reminders about deadlines or supplemental/lab/office hours sessions. • Send sample weekly schedules
Help with the administration of a large teaching team.	<ul style="list-style-type: none"> • Create an MCommunity group for the teaching team • Help establish a protocol for coordinating responses to discussion posts

Quick Tips for Recording Videos at Home

- “Chunk” your lessons
 - Your videos should be about 5-10 minutes long
- Record your face as well as your Powerpoint or screen
 - Students prefer seeing the instructor’s face on the presentation (e.g. as a picture-in-picture)
- Use [Kaltura](#)
 - It integrates with Canvas and is recommended by ITS
 - Kaltura records both your computer screen and you simultaneously and automatically creates the picture-in-picture).
 - Zoom videos are lower resolution than Kaltura
- Review your setup
 - Raise the camera so that it is at eye level
 - Place the light in front of you - illuminating your face
 - Make sure your background is not cluttered
- “Don’t let perfection be the enemy of good”
 - No need to be too formal or edit out minor mistakes
 - Pretend you are talking to your students
 - Be engaging
 - Use humor and storytelling being mindful to be inclusive
 - Change your tone of voice (e.g. to emphasize important concepts or demonstrate enthusiasm)
- [Add captions](#) and [edit them](#)

For more tips, visit this page from Nexus [Tip for Recording at Home](#) or view this [resource from the Center for Academic Innovation](#).