

Resources to Ensure Your Class Always Meets

There are times when you may not be able to meet with your students in the physical classroom space. You may be out of the country, attending a conference, or there may be other activities which interfere with classroom accessibility for your students.

Consider these options below, including using bCourses as a virtual classroom.

Class Activity	Class Size	
	<100	Over 100
In Lieu of Regular Class Time (Asynchronous)		
Lecture (recorded) <i>For captioning use, see links below table</i>	<p>Create: Quicktime; Camtasia; bCourses Media Recorder (available via Pages, Announcements, and anywhere you see the Rich Content Editor; ability to add captions); bCourses Conferences (live session can be recorded), Course Capture</p> <p>Share: bDrive, Box, or YouTube linked in bCourses (see How do I add an external URL as a module item?), Course Capture</p>	<p>Create: Quicktime; Camtasia; bCourses Media Recorder (available via Pages, Announcements, and anywhere you see the Rich Content Editor; ability to add captions); bCourses Conferences (live session can be recorded), Course Capture</p> <p>Share: bDrive, Box, or YouTube linked in bCourses (see How do I add an external URL as a module item?), Course Capture</p>
Discussion	bCourses Discussions	bCourses Discussions within Groups
Reflection	bCourses Assignments (shared with instructors); bCourses Discussions (shared with class)	bCourses Assignments (shared with instructors); bCourses Discussions (shared with class)
Small Group Collaboration	bCourses Groups ; bCourses Collaborations ; bCourses (Wiki) Pages ; Google Docs; bCourses SuiteC	bCourses Groups ; bCourses Collaborations ; bCourses (Wiki) Pages ; Google Docs; bCourses SuiteC
Assessment	<p>Quizzes: bCourses Quizzes, Google Forms</p> <p>Assignments: bCourses Assignments</p>	<p>Quizzes: bCourses Quizzes, Google Forms</p> <p>Assignments: bCourses Assignments</p>

	Peer Reviews: bCourses Peer Review Assignments ; bCourses Discussions	Peer Reviews: bCourses Peer Review Assignments ; bCourses Discussions
At Regular Class Time (Synchronous)		
Lecture	Zoom* (recharge after 50+), Blue Jeans (ends Nov 4), Google Hangouts Meet (25 limit) bCourses Conferences ; YouTube Live Streaming	Zoom (recharge after 50+), Blue Jeans (ends Nov 4) bCourses Conferences ; YouTube Live Streaming
Participation	bCourses Conferences ; Google Forms; bCourses Analytics (for checking course activity)	bCourses Conferences (up to 200 students); Google Forms; bCourses Analytics (for checking course activity)
Group Activities/ Collaboration	via bCourses Groups: Conferences , Collaborations ; bCourses SuiteC ; Blue Jeans (ends Nov 4); Zoom	via bCourses Groups: Conferences , Collaborations ; bCourses SuiteC

**Please note that Zoom requires an account and use of chartstring*

For in-person support, visit the [Academic Innovation Studio](#) (117 Dwinelle), M-F, 9-5, to help you figure out your selected option. For all other related inquiries, contact teaching@berkeley.edu.

Other helpful links:

[DIY Media service page](#)

[Uploading Video to Google Drive](#)

[Which online video sharing tool should I use?](#)

[Screen Capture applications](#)

[Where can I find instructions on how to use the hardware and software in the DIY Media Studios?](#)

YouTube - [Uploading Videos](#)

[Captioning YouTube Videos](#)

**Consider any Department, School or College policies about the number of class sessions an instructor can miss in a given semester.*