

## SUNY Online/Remote Teaching Template Set-up Instructions and Guide

- **Primarily Synchronous Course Template (Zoom):** Designed for courses that are delivered primarily around weekly live class sessions **using Zoom**. *(Can be adapted for a blend of synchronous and asynchronous online interaction.)*
- **Primarily Synchronous Course Template (Collaborate):** Designed for courses that are delivered primarily around weekly live class sessions **using Collaborate**. *(Can be adapted for a blend of synchronous and asynchronous online interaction.)*
- **Hybrid/Blended Template:** Designed for courses that blend face-to-face, and Synchronous and/or Asynchronous online instruction (designed for customization to include either Zoom or Collaborate Ultra activities, and adaptable for a Hyflex model).
- **Asynchronous Template:** Designed for courses that are delivered using a **fully Online Asynchronous** mode of instruction.

1. Import zip file into your Bb instance.
  - a. Be sure to rename it during the import process, e.g., <your campus> zoom template.
2. Adjust the course menu as follows:

<b>Zoom Template</b>	<b>Collaborate Template</b>	<b>Hybrid/Blended Template</b>	<b>Asynchronous Template</b>
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<p><b>SUNY Online Teaching Zoom Template</b> </p> <p>Home Page</p> <p><b>- Communication -</b></p> <p>Announcements</p> <p>Private Messages</p> <p>Class Roster</p> <p>Meet Your Classmates/Introduce Yourself</p> <p>Student Lounge (Ask a Question)</p> <p>Check your Grades</p> <hr/> <p>Zoom Room</p> <hr/> <p><b>- Course Information -</b></p> <p>Syllabus and Course Information</p> <p>About Remote Learning Course Schedule</p> <hr/> <p><b>- Course Content -</b></p> <p>START HERE!</p> <p>Weekly Folders</p> <p>Discussions</p> <hr/> <p><b>- Find Help Here -</b></p> <p>Replace Link with: Campus Student Support and Academic Help</p> <p>Replace Link with: Campus HelpDesk</p> <p>Replace Link with: Campus Library Help</p> <p>Replace Link with: Campus Accessibility and Privacy Policies</p> <p>Replace Link with: Campus College Course Policies</p> <hr/> <p><b>- Tech Resources -</b></p> <p>Zoom Help Center</p> <p>Blackboard Help for Students</p> <hr/> <p><b>- Faculty Resources -</b></p> <p>Instructor Resources </p> <p>Blackboard Help for Faculty </p> <p>Your Course Accessibility Report (delete if you don't have Aty) </p>	<p><b>SUNY Online Teaching Collaborate (Ultra) Template</b> </p> <p>Home Page</p> <p><b>- Communication -</b></p> <p>Announcements</p> <p>Private Messages</p> <p>Class Roster</p> <p>Meet Your Classmates/Introduce Yourself</p> <p>Student Lounge (Ask a Question)</p> <p>Check your Grades</p> <hr/> <p>Collaborate Room</p> <hr/> <p><b>- Course Information -</b></p> <p>Syllabus and Course Information</p> <p>About Remote Learning Course Schedule</p> <hr/> <p><b>- Course Content -</b></p> <p>START HERE!</p> <p>Weekly Folders</p> <p>Discussions</p> <hr/> <p><b>- Find Help Here -</b></p> <p>Replace Link with: Campus Student Support and Academic Help</p> <p>Replace Link with: Campus HelpDesk</p> <p>Replace Link with: Campus Library Help</p> <p>Replace Link with: Campus Accessibility and Privacy Policies</p> <p>Replace Link with: Campus College Course Policies</p> <hr/> <p><b>- Tech Resources -</b></p> <p>Collaborate Help - Getting Started</p> <p>Collaborate Help for Participants</p> <p>Blackboard Help for Students</p> <hr/> <p><b>- Faculty Resources -</b></p> <p>Instructor Resources </p> <p>Blackboard Help for Faculty </p> <p>Collaborate Help for Instructors (Video) </p> <p>Collaborate Help for Moderators (Instructors) </p> <p>Your Course Accessibility Report (delete if you don't have Aty) </p>	<p><b>SUNY Online Teaching Hybrid/Blended Template</b> </p> <p>Home Page</p> <p><b>- Communication -</b></p> <p>Announcements</p> <p>Private Messages</p> <p>Class Roster</p> <p>Meet Your Classmates/Introduce Yourself</p> <p>Student Lounge (Ask a Question)</p> <p>Check your Grades</p> <hr/> <p>Collaborate Room (delete if not used)</p> <p>Zoom Room (delete if not used)</p> <hr/> <p><b>- Course Information -</b></p> <p>Syllabus and Course Information</p> <p>About Blended/Hybrid Learning Course Schedule</p> <hr/> <p><b>- Course Content -</b></p> <p>START HERE!</p> <p>Module Folders</p> <p>Discussions</p> <hr/> <p><b>- Find Help Here -</b></p> <p>Replace Link with: Campus Student Support and Academic Help</p> <p>Replace Link with: Campus HelpDesk</p> <p>Replace Link with: Campus Library Help</p> <p>Replace Link with: Campus Accessibility and Privacy Policies</p> <p>Replace Link with: Campus College Course Policies</p> <hr/> <p><b>- Tech Resources -</b></p> <p>Collaborate Help - Getting Started (delete if not used)</p> <p>Collaborate Help for Participants (delete if not used)</p> <p>Zoom Help Center (delete if not used)</p> <p>Blackboard Help for Students</p> <hr/> <p><b>- Faculty Resources -</b></p> <p>Instructor Resources </p> <p>Blackboard Help for Faculty </p> <p>Collaborate Help for Instructors (Video) - (delete if not used) </p> <p>Collaborate Help for Moderators (Instructors) - (delete if not used) </p> <p>Your Course Accessibility Report (delete if you don't have Aty) </p>	<p><b>SUNY Online Teaching Asynchronous Online Template</b> </p> <p>Home Page</p> <p><b>- Communication -</b></p> <p>Announcements</p> <p>Private Messages</p> <p>Class Roster</p> <p>Meet Your Classmates/Introduce Yourself</p> <p>Student Lounge (Ask a Question)</p> <p>Check Your Grades</p> <hr/> <p><b>- Course Information -</b></p> <p>Syllabus and Course Information</p> <p>About Online (Asynchronous) Learning Course Schedule</p> <hr/> <p><b>- Course Content -</b></p> <p>START HERE!</p> <p>Module Folders</p> <p>Discussions</p> <hr/> <p><b>- Find Help Here -</b></p> <p>Replace Link with: Campus Student Support and Academic Help</p> <p>Replace Link with: Campus HelpDesk</p> <p>Replace Link with: Campus Library Help</p> <p>Replace Link with: Campus Accessibility and Privacy Policies</p> <p>Replace Link with: Campus College Course Policies</p> <hr/> <p><b>- Tech Resources -</b></p> <p>Blackboard Help for Students</p> <hr/> <p><b>- Faculty Resources -</b></p> <p>Instructor Resources </p> <p>Blackboard Help for Faculty </p> <p>Your Course Accessibility Report (delete if you don't have Aty) </p>
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3. Replace links in the – **Find Help Here** – menu section with your campus links.
4. Delete reference links to Zoom or Collaborate in the **course menu** if those tools are not used. Check these areas: **Communication, Tech Resources, Faculty Resources.**
5. Check the **Course Information/Syllabus and Course information** area for references to Zoom/Collaborate in the **Course Schedule, Using Collaborate/Zoom** documents.
6. Review/ edit / delete documents in the **About Remote/ Blended/Hybrid** area that reference **Zoom/Collaborate.**
7. Edit the **START HERE!** area - **How to Navigate this Course** for references to **Zoom/Collaborate.**
8. Use the Blackboard **Customization** control panel to customize the template colors/theme for your campus.
  - a. For example, add your campus banner in the Customization/Teaching Style panel.
9. Delete the **Your Course Accessibility Report**, if your campus does not use Bb Ally.
10. Review the template content and adjust/adapt to your campus as desired.