



**Moodle, Zoom, PowerPoint & More  
Tools for Asynchronous Online Learning**

## What to Expect

Mike Hoffman, Pauline Hoffmann and Chris Mackowski have been teaching online for several years. As you will see, each of us takes some common approaches but we also use some different tactics. Each of us focuses primarily on asynchronous learning with, perhaps, some synchronous thrown in. Please take a few moments to review each of our sections on the Moodle site.

Course Objectives:

- Understand the difference between an asynchronous and synchronous online course
- Recognize methods for using Zoom to enhance an asynchronous online course
- Understand why asynchronous online learning may work in your class.
- Understand how to translate your personality from a F2F setting into an online environment.
- See how an example of how a class can be bundled.
- Get tips on how to create short videos for use in your classes.

A couple of caveats:

- Not one of us considers ourselves to be an expert in online learning. We continue to learn each day. Please do not consider this Moodle site and subsequent class to be conducted by “experts.” We do, however, think we know quite a bit. We hope to help.
- While each of us is covering different techniques and tactics you might use in your online class, please note that each of us uses each of these methods. For example, Pauline’s lesson deals with voice-over PowerPoint. She does use video in her courses. Mike’s lessons uses Zoom videos. He also uses voice-over PowerPoint....You get the point.

## Mike Hoffman

Mike’s section details in three short videos (with a bonus video) how you might use Zoom videos to enhance your online class. In doing so, he highlights the importance and benefits of asynchronous learning and the value and benefits of online learning/teaching.

## Pauline Hoffmann

Pauline discusses how you might translate your in-class personality to your online class using a tactic she often uses in classes. She also shares the Zoom video she recorded for the previous online learning course that reviews how she constructs an online class using Moodle. She shares her *Netiquette Guidelines* and *Discussion Rubric* which you may use.

## **Chris Mackowski**

Chris focuses on creating your own videos using your cell phone and provides an example of materials he has use in his online classes.

## **And?**

You may have noticed that the three of us have used voice-over PowerPoint, Zoom videos and videos recorded on cell phones. We have also referenced other materials we would use in class.

Another tactic is to have a written lesson (which Chris has shown) and which this document is an example of. Lessons can also include links to additional reading, embedded multimedia, and other resources to enhance your written component.

Think about different ways to share your content. As Mike points out, you may not want to have one video that is the length of your face-to-face class. Perhaps you want to break it up into shorter videos.

Chris does a great job creating videos using his cell phone. He offers examples of a couple basic videos as well as an example of something more elaborate. Please don't be intimidated. If that is not something you feel comfortable with, choose another method.

We share just a few. Certainly there are other options.

Something we all stress is that you shouldn't worry about mistakes. People often feel that if they record a video or do a voice-over PowerPoint is needs to be perfect. Think about online the way you would your face-to-face class. If you stumble in class, do you leave the room, come back and start over? Likely not.

## Contact Information

We are here to help you with any questions you might have. Feel free to reach out:

***Associate Provost & CIO, Dr. Michael S. Hoffman***

mhoffman@sbu.edu

Office: 716-375-2530

***Associate Professor, Dr. Pauline W. Hoffmann***

hoffmann@sbu.edu

Office: 716-375-2578

Cell: 716-864-9768 (texting allowed but let me know who you are in the text)

Office: Murphy 224

Email: hoffmann@sbu.edu

Skype: paulinewhoffmann

***Professor, Dr. Chris Mackowski***

cmackows@sbu.edu (best way to reach me)

(716) 375-4025 (o)

(585) 307-7572 (c) (Text is okay any time, but let me know who's texting. Calls are okay in case of emergency or if we've scheduled a time; if I don't answer, leave a message and I'll call back.)