

Tips and Strategies for Supporting Students who are Absent from Class

Create Pre-recorded Lectures

You have several options for recording a lecture. If you can, break down your lecture into mini-lectures of five minutes or less to increase the likelihood of students watching them all the way through.

- **Create a Narrated PowerPoint**
 - Use the Insert > Audio function to add narration to your PowerPoint, then export as an mp4 file, upload to YouTube, and share the link with your students.
 - See the [How to Create and Share a Narrated PowerPoint](#) video (YouTube, 7:12).
 - This option is recommended if you and/or your students are experiencing connectivity issues.
- **Use Collaborate**
 - Record a video of yourself and/or a presentation. You can also use a whiteboard or add notes and highlighting to your presentation. Using Collaborate allows you to give students the option to be “present” while you’re recording (note: this option is **not** recommended for capturing “live” classrooms).
 - Videos
 - [Collaborate Basics](#) (YouTube, 8:08)
 - [Upload a Collaborate Session to YouTube](#) (YouTube, 5:03)
- **Use the Center for Online and Extended Learning’s (COEL) Lecture Recording Room**
 - Located on the first floor of Franks’ Hall (117B).
 - Email supportmoodle@tiffin.edu to set up an appointment or reserve the room.
- **Remember to:**
 - Keep your recorded lectures topic-focused and date nonspecific to increase reusability.
 - Avoid requiring students to attend an alternate “live lecture” at a specific time, instead record for those who cannot attend.

Host Virtual 1-on-1 Meetings

- Set up a weekly one-on-one phone call or Collaborate meeting. This isn’t meant as instruction time, but rather an opportunity to answer questions and provide clarification on assignments.
- Expand your Office Hours or provide them by appointment.
- Video
 - [Virtual Office Hours Using Collaborate](#) (YouTube, 7:44)

Assign a “Buddy” in Class

- A buddy can take notes, be a mentor/tutor, and/or provide moral support to their absent peer.
- Consider awarding extra credit for students who take on these extra duties.

Establish a “Support Group” for Quarantined Students

- If you have multiple quarantined students, encourage them to collaborate on assignments, as appropriate, by setting up groups in your Moodle class with access to a group discussion, chat, or Collaborate room.
- Suggest your quarantined students set up their own group meeting spaces using their favorite social media platform (or Collaborate).

Maintain Frequent Contact

- Ask your quarantined students to send you a daily update on how they are doing along with any questions they might have.
- Be sure to respond to all student check-in emails and answer questions.

Create Alternative Assignments

- Review anticipated assignments over the next two weeks and consider alternative assignments, if necessary.
- Be sure the alternate assignments aren’t just busy work and help the student toward attaining the Course Learning Outcomes.

Repurpose Activities/Resources from Online Courses

- Contact the COEL to see if there are materials from online curriculum that might be useful.

Questions? Need Help? Contact the COEL at moodlesupport@tiffin.edu

Visit the [Hybrid Teaching Initiative Knowledgebase](#) for more tutorials and tips.