

# Suggestions for Necessary and Temporary Instructor Absence



## Lecture

- Give or record a Zoom Lecture and possibly provide a worksheet to go along with the recording
- Use Kaltura or Zoom to record [lecture](#) and use Kaltura to [add engagement/assessment](#)
- Invite a guest speaker
- Have a TA take the lead (with plan)



## Supporting Resources

[Enable Media Gallery LTI](#)  
[Capturing Instructional Content with Video](#)  
[Add Media to Course Media Gallery](#)  
[Top Hat: How to Use in Teaching and Learning](#)  
[Find all Your Zoom Recordings in Kaltura](#)

## Class Discussion



- Have a TA take the lead (with plan)
- Move to asynchronous or synchronous discussion using Canvas or Top Hat

## Supporting Resources

[Canvas Learning Center – Create and Manage Discussions](#)  
[Top Hat: Using Discussions](#)

## Group Activity

- Have a TA take the lead (with plan)
- Make the activity asynchronous in Canvas; utilize a clearly defined step-sequence or deliverables
- Utilize Google Docs or SharePoint for collaboration
- Utilize Zoom breakout rooms if delivering class through Zoom
- If group activity includes equations, graphs, or chemistry, consider using [EquatLO](#)
- Use Office 365 in Canvas to share files for collaboration
- Create a peer review assignment in Canvas for students to complete, review, and receive feedback



### Supporting Resources

<https://accessibility.psu.edu/math/equatio/>  
[G-Suite for Education Learning Path – Creating and Editing Docs, Sheets, Slides, and Forms](#)  
[G-Suite for Education Learning Path – Use Groups to Facilitate Collaboration](#)  
[Office 365 LTI in Canvas](#)  
[Create Peer Review Assignments in Canvas](#)  
[Zoom Learning Path for Hosts \(Contains Breakout Room resources\)](#)

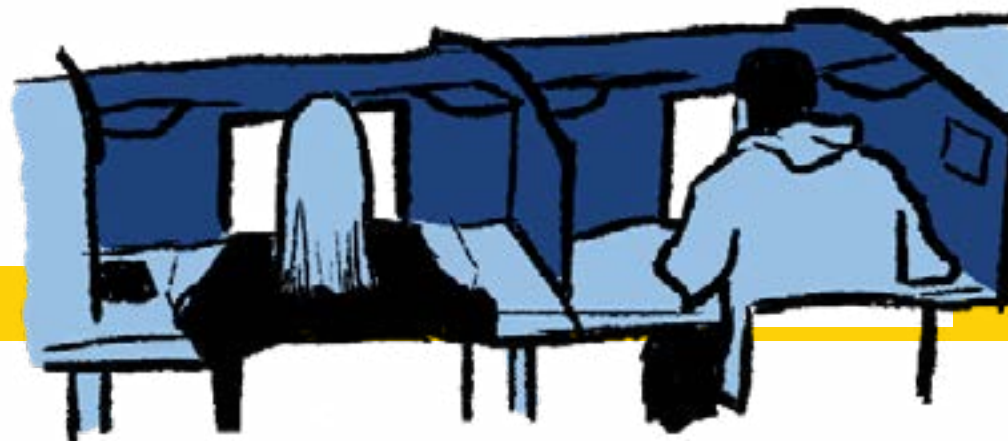


## Hands-On Activity (labs, physical education, arts)

- Reschedule the hands-on activity
- Pre-record a demo, post video and questions that require higher level thinking
- Have a TA facilitate (with plan)
- Use online simulations
- Offer the hands-on activity as an individual activity captured using Kaltura or logging (as in the case of physical activity)

### Supporting Resources

[Do it Yourself Video Recording](#)  
[OASIS \(source for potential online simulations\)](#)  
[PhET \(Source for potential online simulations; can be embedded in Canvas; utilize HTML5 versions to ensure accessibility\)](#)  
[Online science labs curated by POD](#)  
[Kaltura MediaSpace Quick Start Guide for Android and Google Phones](#)  
[Kaltura MediaSpace Quick start Guide for iPhone](#)



## Exams

- Have a TA or guest instructor facilitate
- Use a testing center
- Offer the exam in Canvas
- Utilize Zoom and Zoom breakout rooms for proctoring if exam is in Canvas

### Supporting Resources

[Keep Teaching: Assessment Options](#)  
[Keep Teaching: Remote Exam Proctoring Options](#)



## STEM Activities

- Have a TA facilitate (with plan)
- Record a video using Zoom/Kaltura and add a quiz/homework set within the resulting Kaltura recording
- Add slides to Top Hat and include assignments for students to complete synchronously or asynchronously
- Ask students to re-write a problem and exchange with their peers to solve it.
- Ask students to create their own exam-worthy questions/problems

### Supporting Resources

[Kaltura Learning Path for Canvas Users](#)  
<https://accessibility.psu.edu/math/equatio/>  
[Assign content in Top Hat](#)  
[Instructions for students to answer assigned questions in Top Hat](#)