

# Online Presentations - Faculty

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Information for faculty on online presentation and sharing options for students.

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## Presentation Options

There are several ways to manage student presentations via [Zoom](#). First you'll need to decide whether:

- Presentations should be delivered live (during the class' synchronous sessions) OR
- Presentations should be recorded outside of the class (asynchronous session) and submitted only to you or made available to the entire class for discussion.

Feel free to share [these student focused instructions](#) for giving an online presentation with your students.

## Material-Sharing Options

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You should also decide how you want students to **post** their presentation recordings or slide decks (**either feature can be used for grading and/or peer review**):

- **Assignment:** [Create an Assignment](#) (individual or group assignment) if it should be accessible only to the teaching team AND/OR
- **Discussion:** [Create a Discussion](#) if the materials should be accessible to all students.

## Synchronous (live) Presentations Sharing

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- To share presentations during a live class over Zoom, individuals or groups should share their screens.
- You may need to set host mode or change the meeting settings. This will mean that your screen is no longer being shared.
- Make sure to keep recording the session for post-class review of presentations.
- Students should also post their slide decks on the appropriate Assignments/Discussions page.

## Asynchronous Presentations Sharing

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- Students should use Zoom to create a personal or group meeting and record their presentation. Then they should download the recording and upload to Canvas, as one of the following options:
  - An **assignment**, where only the teaching team may retrieve it.

- Ideally, students should submit a link to the recording.
- Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.
- Please remind students to adjust the recording's settings so that you may view it.
- Students may also **record the video inside the assignment**, or they may **upload a video**.
- We strongly recommend recording and then uploading, as it is more reliable.
- A **discussion**, which the entire class may view.
  - Students may submit a link to the recording.
  - Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.
  - Please remind students to adjust the recording's settings so that you may view it.
  - Students may also **record the video inside the discussion**, or they may **upload a video**.

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## Group Presentations

To ensure online student collaboration runs smoothly, we recommend:

- Setting up student groups in advance.
- Making sure assignment for grading is configured as a group assignment.
- Setting up a Discussions page for groups to share presentation materials with other students.
- Reminding students of Canvas tools available e.g. **group collaboration spaces**, personalized video conferences, etc.

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## Questions?

For more assistance, please contact [courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu) for support.

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