

# CAL Online Bulletin, #3



## Faculty Office Hours

All CAL Online Faculty Office hours are held via Zoom. Be sure to sign in to Zoom with your CSUSB email. Faculty can make appointments for 30 minute private help sessions or you can use the drop in hours to get help, chat, share ideas, etc. The Zoom link is:

<https://csusb.zoom.us/my/calcsusb>.

**CAL Online Email:** [calteachonline@csusb.edu](mailto:calteachonline@csusb.edu)

**Bibiana Diaz**, Thursdays, 10-11 by appt, 11-12 Drop-In

**Terri Nelson**, Wednesdays, 11-1 Drop-In

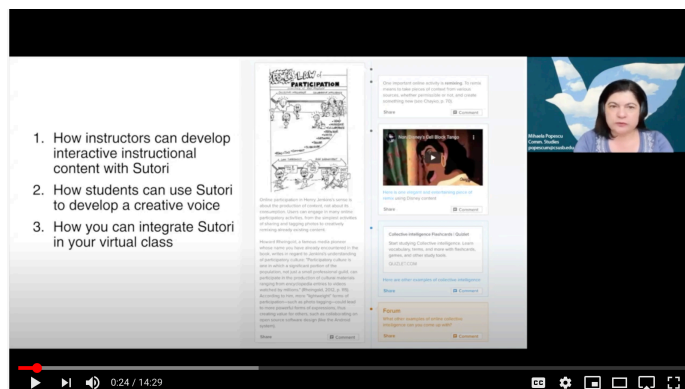
**Mihaela Popescu**, Fridays, 3-4 by appt., 4-5 Drop-In

## Featured [CAL Online Video: Sutori\\*](#)

Your CAL Online Committee is creating a series of short tutorials to help you to explore useful tools, tips, tricks and ideas for making online learning more engaging and enriching. \*Click the link above to view!

*Storytelling with a timeline: the Sutori tool allows students to collaborate and create interesting, interactive multimedia presentations.*

In this week's [video](#), Mihaela Popescu takes you on a tour of the content creation platform **Sutori** to explore how you and your students can create interactive multimedia presentations. Mihaela also gives some tips for integrating Sutori in your virtual classes.

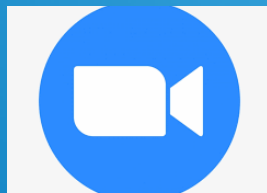


## [Rubrics](#) on Blackboard!

Is grading in your online class becoming overwhelming? Do you find yourself repeating the same feedback to multiple students? Rubrics may be your solution for more effective, consistent and efficient grading. We've posted a [handout](#) on the [CAL Online Teaching Resources page](#) to show you how to create, use and import Rubrics on Blackboard. Click the [link](#)!

## Quick Tips:

Have a tip to share? Please email it to us so we can publish it in an upcoming Bulletin!



### Need to step away from your camera for a moment?

It never fails. You sit down at your desk for office hours, then the doorbell rings. Or someone in the family needs your help. Or you desperately need a glass of water... but what do you do? Think of your camera as the door to your office. One way of addressing this is to post a "Be Right Back" sign using the Virtual Background in Slack. In PPT or Google Slides, you can create a slide with this information. (Want to be "fancy"? Look for an image of a sticky note with a transparent background then use a text box to write your message on top of the note!) Download the slide as an image then go to Zoom Preferences, Virtual Background and add the image. Anyone who joins while you are away from your desk will see the message. When you return, switch to your regular background.



### Do you forget to record your Zoom sessions?

Try putting an icon into your presentations to remind you to start, pause and stop recording. Let your students know what the icon is for and encourage them to speak up when they see it!