

Weekly Faculty Update

THE OFFICE OF DISTANCE EDUCATION & INFORMATION SERVICES AND TECHNOLOGY

Continuity of Instruction Plan

The Office of Distance Education and Information Services & Technology are committed to assisting you and providing support through these trying times. Weekly updates will be provided to address common issues and questions brought up by faculty. Additionally, we will continue to share helpful resources, contact information, and training offerings to help with transition.

Top 5 Faculty Needs from Faculty Needs Assessment Survey

1. **Synchronous Class Meetings using Zoom**
 - [Using Zoom at WCU](#)
 - [Zoom Video Tutorials](#)
 - [Register for Zoom Webinar](#)
 2. **Academic Integrity**
 - [Best Practices for Academic Integrity](#)
 - [Using TurnItIn through D2L](#)
 3. **Managing and Facilitating Discussions**
 - [D2L Services: Using Discussions](#)
 - [Best Practices on Discussion Boards](#)
 4. **Exam and Quizzes**
 - [Create an Exam in D2L](#)
 - [Using a Proctoring Service- Examyty](#)
 5. **Tracking Attendance**
 - [Using the Zoom chat](#)
 - [Setting up a Zoom poll](#)
 - [Pull Attendance and Poll Analytics from Zoom](#)
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Resources

The following websites and infograph consolidate information on best practices during this transition to alternate modalities.

- Download the PDF by selecting the image.
- Visit the [Continuity of Classes Resources Website](#)
- Visit the [IS&T Work Continuity Resource Website](#)

We Are Here to Help!

Contact your assigned instructional designer for remote consultation meetings to assist you in planning a transition of your instruction. If you are unsure of who your instructional designer is or don't have an assigned instructional designer, email distanceed@wcupa.edu for help.

CONTINUITY OF INSTRUCTION
Preparation Steps For Faculty

01 GETTING STARTED
Activate your D2L courses and establish a communication plan
Communicate any changes in class format, schedule, needed technologies, assignment due dates, etc.

02 DELIVERING COURSE CONTENT
Consider a combination of the following options to deliver course content to your students

- Upload/manage course content**
Use D2L to share course readings, presentation files, and web links
- Generate video recordings**
Use Kaltura Capture to provide lecture content for students to review
- Hold synchronous class meetings**
Use Zoom to create synchronous meeting spaces
- Facilitate asynchronous discussions**
Use D2L discussion boards to create interaction among students

03 ASSESSING YOUR STUDENTS
Consider one or both of the following assessment options

- Create assignment submission folders**
Use D2L to create submission folders for students to upload multiple file types
- Create quizzes/exams**
Use D2L to create quizzes/exams that may consist of multiple-choice, true/false, and/or open-ended questions

For both options, establish a procedure for disseminating student grades and providing feedback.

[View Additional Resources for Teaching in an Alternate Modality](#)

Work Continuity Webinar Series

D2L Services, Office of Distance Education, and FAST are offering webinars on various topics to help faculty transition to alternate modalities. Access the [list of webinar topics](#) to see when each training will be offered and then register on the [FAST schedule](#) to receive the Zoom link.

We also added an *additional training* on **Zoom Breakout Rooms** based on faculty requests. It will take place immediately after the Zoom training on **Friday, March 20th at 11:00 AM EST**. Please register on the [FAST schedule](#).

Recorded webinars will soon be available for you to view at your own convenience.

Harvard Webinar- Adapting Quickly to Teaching Online

Professor Bill Schiano, who regularly facilitates Harvard Business Publishing's web-based seminar Teaching with Cases Online, and also teaches online himself, will be sharing tips, advice and best practices for teaching online.

This webinar will cover the following topics:

- Migrating an in person course to online
- Facilitating discussions online
- Engaging students online
- Managing your technology and tools
- Being efficient when teaching online
- Making the most of the unique strengths of online teaching

[Register here](#) for the 8:00 AM ET, March 19th

[Register here](#) for the 12:00 PM ET, March 19th

Technical Assistance

The [Helpdesk](#) is the first point of contact for troubleshooting and assistance with using digital tools. They will connect you with the relevant support.

You can also reach out to the D2L Corporate Office Help Line by [submitting a ticket](#) or via phone at 1-866-832-1851.

Student Support Information

A sudden shift from face-to-face instruction to online instruction may be jarring for students. It is important to provide them with technical support and guidance during the transition. Students also have access to the Helpdesk and to Distance Education Support. In addition, consider asking students to complete tutorials for digital tools you are using on the [Navigating Digital Learning](#) D2L site. This will ensure that students have a basic competency.
