Example Follow Up Email from Laura:

Hi \_\_\_,

It was so nice chatting with you this morning.  An hour and a half went by quickly!  I hope I was able to answer all of your questions about teaching a fully online course.  If you think of something that you forgot to ask, feel free to reach out to me any time. Below you will find the link to the Google document that we reviewed together.

[FSW eLearning Coordinator’s Guide to Teaching Online](https://docs.google.com/document/d/14l_5_QItVXi-HLeCx9LF1vVGTk4OG7MAgKdCiJahAHM/edit?usp=sharing)

Here are some additional resources for items that we discussed:

* SpeedGrader:
	+ [Canvas SpeedGrader - Faculty Guide](https://community.canvaslms.com/docs/DOC-26414-how-do-i-use-speedgrader)

* Creating Videos:
	+ [Kaltura Toolkit Course for Faculty](https://fsw.instructure.com/courses/1087805)
	+ [Loom](https://www.loom.com/)

* Announcements:
	+ [How do I delete an announcement in a course?](https://community.canvaslms.com/docs/DOC-10420-415250733)
	+ [How do I delay posting an announcement until a specific date in a course?](https://community.canvaslms.com/docs/DOC-10422-415250735)

Also, here are some links to information about writing help available for online students:

·         Students can click the [Tutor.com 24/7 Homework Help](https://fsw.instructure.com/courses/1093872/external_tools/40162?display=borderless) icon in the Canvas navigation menu.

·         <https://www.fsw.edu/academicsupport.>

·         <https://www.fsw.edu/academicsupport/tutorcom>

As soon as you send me the signed copy of the online teaching certification form, I will sign off and forward it to Dr. Rollins for her signature.

Thanks again for your time and have a great weekend!