Elearning Committee: Guidelines for Faculty Transitioning Ground Courses to Online

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Valued colleagues,

The elearning coordinators met Tuesday 3/17/20 to discuss how we may provide you support and mentoring through the challenging transition to online. For many of you we know this is a tremendous stress and our goal was to develop a set of guidelines to help you begin the transition based on what you are capable of today, and provide mentorship to help you expand out of your comfort zone in the coming weeks. Here is our message:

This quote from the Department of Education statement "Guidance for interruptions of study related to Coronavirus (COVID-19)" was our guiding document (the emphasis is our own).

> "To meet the Department's requirements for providing distance education, an institution must communicate to students through one of several types of technology – including email – described under 34 CFR § 600.2, and **instructors must initiate substantive communication with students, either individually or collectively, on a regular basis**. In other words, an instructor could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate."

What does this mean to you as faculty?

While FSW is no longer conducting face-to-face courses and is moving toward an online education environment, we encourage you to use technology at the level you are comfortable with.

- If you are not comfortable with Canvas, our Learning Management System (LMS), or other educational technology tools, you can conduct academic interaction via your @FSW.edu email (*never your personal email to protect student's educational records*).

  - You can send Power Point lectures, assignments, and other educational instructions using your FSW email. In return, your students can submit their work to you in this manner.
  - FERPA protects against Sunshine State Laws in open records requests so any student work will be protected.
  - All student work must be submitted **electronically** and **evaluated with feedback**. This can be done with Canvas messages, FSW email, or other electronic means as long as the institution can document and follow-up for grades.

- You must initiate and maintain regular communication with your students. Again, this can be done through a variety of modalities that you feel comfortable with (e.g. email, Canvas, Zoom, etc.).
- When thinking about how to finish up the semester, we encourage you to refer to your learning objectives found in the beginning of your course syllabus and emphasize these

over other remaining material.

What about Canvas?

FSW requires that all part-time and full-time faculty utilize the Canvas course room for the following two actions:

- Input and keep grades up-to-date using the Gradebook. We encourage you to do this as soon as you can for your students.
- Upload your current syllabus. Once you have adjusted your existing syllabus to reflect the changes for the rest of the semester, be sure that students have access to this via Canvas and email.
- If you would like to learn how to better take advantage of Canvas and all the various learning tools, please utilize the self-paced Canvas course "**Introduction to Canvas for Ground Instructors and Staff**". This course only takes approximately 1 hour and 30 minutes to complete!

Other things to keep in mind…

- This is not a time to compare your skills to others. We are not looking for impeccable academic performances at this time – we want to complete the semester, see progress in our students, while maintaining academic integrity.
- Try to consider the unusual and stressful situations that your students may be experiencing…

  - Lack of income, displacement, and lack of access to technology are things that may impede their academic performance – be sensitive to assignment requirements and flexible with deadlines.

- Join upcoming TLC discussions and webinars for training, advice, and camaraderie. This is time to share creative ideas for assessment and try new tools.
- YOU ARE NOT ALONE!

  - We have a wealth of information to help you navigate these murky waters we are heading into.
  - The Office of Information and Technology has a dedicated webpage filled with information: www.fsw.edu/helpdesk
  - On this page you can find FAQ on technology as it relates to transitioning to online: CORONAVIRUS TECHNOLOGY FAQs. This page was designed with faculty in mind.
  - If you still cannot find an answer, please submit a Helpdesk Ticket

Your Spring 2020 elearning coordinator team is here for you.

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