

FAQs for Faculty for Online Teaching Transition
March 20, 2020

What are some initial actions I need to take to monitor and encourage student progress?

- In order to ensure that we have a good record of where students stood in classes prior to this change, each faculty member should have good documentation about what the estimate grade for each of their students was on Friday, March 13, or thereabouts. Many of you already calculated this as part of entering in midterm grade estimates. In any event, please keep a record of this calculation so that it will be available in the event of any concerns about a course after final grades are assigned.
- If the change to online delivery for the remainder of the semester necessitates a shift in the grading percentages in your syllabi, please be sure that you share those changes with your students and send an updated syllabus to your department chair.
- We want to ensure that students have made this transition to an online environment, using a method akin to the “No Show” request in the first week of the semester. Faculty should gather a list of students in each class who have not been engaged or accessed the class in the online environment from March 16 to March 25. If you need help accessing Canvas analytics, please go to the following link:
<https://community.canvaslms.com/docs/DOC-10299-how-do-i-view-course-analytics>
Please submit a list of all such students to your associate dean no later than by Friday, March 27 at 12 noon.
- Communicate with students. If you have not polled or surveyed your students about their comfort levels with online classes or with their technological capabilities, please do so right away. One survey might not be enough – be sure to check in with students often, particularly if you are not conducting synchronous classes. The DEC will post some sample surveys you can use.
- Be sure that you provide and consider alternatives for students who may be affected by a lack of technology or a lack of access to it. The DEC blog has a section on tips to address some common bandwidth issues. Be flexible.
- If there are technological issues you cannot address for a student, please send an email with the student’s name and a brief description of the issue to your associate dean. They will forward it to the appropriate people who can work to resolve the technical issue.
- The Care Team is still meeting. If students are experiencing issues best addressed by those individuals, please let your associate dean know.

What resources are available for the transition to online teaching?

- Resources are available through the DEC blog (<http://blogs.longwood.edu/digitaleducationcollaborative/>), including tips for Canvas, Zoom, communication infusion in Civitae, disability accommodations, library resources, and more. Please do not hesitate to reach out to DEC staff about questions. They have been invaluable during this time.
- The Writing Center and the Quantitative Reasoning Center are open with virtually. Appointments for the Writing Center must be made four hours in advance, and the Quantitative Reasoning Center schedule is available on [their blog](#).
- As you take advantage of these online teaching resources, please be mindful of information security, particularly towards student information.
- For the time being, faculty members continue to have access to your offices. It is strongly recommended that you remain at home as you are able.
- Your faithful and devoted Greenwood Library remains open and ready to answer questions.
- Staff in Academic Affairs are on campus and available to help as well.

What about other advising and registration?

- Advising should continue, and registration for summer terms and the fall semester will occur as previously sent:
 - Time Ticket 1 – Tuesday, March 31, 2020 at 7:00 a.m.
 - Time Ticket 2 – Wednesday, April 1, 2020 at 7:00 a.m.
 - Time Ticket 3 – Thursday, April 2, 2020 at 7:00 a.m.
 - Time Ticket 4 – Friday, April 3, 2020 at 7:00 a.m.
- Please continue to advise students online, if you have not done so already. A complete list of your advisees is accessible from myLongwood using the following path: Faculty shortcuts > Advisee Listing. Select the Fall 2020 term. From that page you can email each or all of your advisees.
- Registrar's office forms have already moved to an email format. This Information has been distributed to students on the University COVID-19 [FAQs](#).
- Forms requiring signatures from an advisor or department chair should be sent by the student via their live.longwood.edu email to the appropriate signer (advisor or department chair) for approval. If forms require multiple approvals (e.g., Application for Degree), the first recipient should email the form with approval to the second recipient.

Once all relevant approvals are obtained, the form and all email approvals need to be emailed to registrar@longwood.edu.

I want to discuss something with a colleague, or I want to hold a committee meeting. How can I make that happen?

- Meetings can be held with Zoom or WebEx. If you or your departmental administrative assistant want a Zoom account, just email the DEC (dec@longwood.edu) to get an account and instructions. You will need a camera on your computer to use the video, but you can just use the audio features of Zoom as well.
- As much as possible, face-to-face meetings or gatherings are discouraged. If they must occur, they should be limited and include no more than 10 people. They should also be held in rooms big enough to practice recommended social distancing.