# Faculty Resources for Instructional Continuity

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>How to Accomplish</th>
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| Establish and maintain communication with your students | - Email students often using the SIC emails. (Remember to bcc for group emails to protect student information)  
- Post announcements on your course page.  
- Give students parameters about expected response times from you.  
- Be clear about the expectations related to your class. |
| Update your syllabus to include new due dates as needed. | - Email to students  
- Post on e-Learning portal                                                                                  |
| Delivery of Lectures                                  | - Live options – Zoom (Video and Screen)  
- Meeting Spaces – in courses with Tutor.com (Video, Screen, Whiteboard, and other tools)  
- Asynchronous – PowerPoint with audio, Snagit, Screencast-O-Matic, or YouTube |
| Assess your students                                  | - Email students using SIC email. (quizzes or assignments)  
- Post assignments or quizzes in eLearning.  
- Utilize discussion forums in eLearning. |
| Hold office hours                                     | - Schedule regular online office hours via eLearning OR  
- Announce to students that you will be monitoring your email at designated times.  
- Utilize Zoom online rooms  
- Utilize Meeting Spaces via Tutor.com |
| Provide grade information                             | - Send feedback via email  
- Utilize track changes and comments available in Word.  
- Utilize the gradebook in eLearning |
| Group Work                                            | - Discussion forums in eLearning  
- Zoom rooms  
- Meeting Spaces via Tutor.com  
- Designated times for email discussions  
- Designated times for phone conferences |
### Additional Information

- Be flexible. Students may need extra time to learn the technology you are using or they may need deadline extensions.
- Communicate often to reduce confusion
- Select only the essential tools that you need to assist students in meeting learning outcomes.
- If your program has a specific regulatory agency, check with the agency to inquire about instructional flexibility that they will allow during the outbreak.
- Seek help from the Online Learning and Educational Technology Department. They are ready to assist you in any way. In addition, see below for a list of faculty who have volunteered to assist with technology needs.
- Seek guidance from your chair, OLET, Dr. Weiss, or Gina Sirach as needed. Contact information is listed below.

### ADA Needs

- Acknowledge ADA needs for students who have ADA plans in place. Please contact Dr. Tyler Billman at tyler.billman@sic.edu

### Links to resources provided by other colleges and universities:

- [https://keepteaching.jhu.edu/](https://keepteaching.jhu.edu/)
- [https://cft.vanderbilt.edu/](https://cft.vanderbilt.edu/)
- [https://www.iste.org/explore/10-strategies-online-learning-during-coronavirus-outbreak](https://www.iste.org/explore/10-strategies-online-learning-during-coronavirus-outbreak)
- QM Emergency Remote Instruction Checklist for Higher Ed

### Online Content Resources

- Multiple Disciplines: Merlot Materials (can be filtered by discipline)
- Math: Interactive Simulations for Science and Math
- Sciences
  - A spreadsheet of online resources organized by science subject (curated at large)
  - Merlot Collection of Virtual Labs
  - A link to a document of online animations, videos, simulations, & demos (curated by Chemistry Professor at the University of Miami Ohio)
  - LabXchange Foundational Concepts and Techniques in Biotechnology
  - Interactive Simulations for Science and Math
- Theatre
  - Digital Theatre+ Access Resources for Remote Learning
  - Teaching Theatre Online: A Shift in Pedagogy Amidst Coronavirus Outbreak

SIC Resources:

Dr. Karen Weiss  
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Karla Lewis  
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Ben Ross  
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Gary Jones  
**gary.jones@sic.edu**

Karla, Ben, & Gary  
**online@sic.edu**

For access to online instructor training and its resources, course copying and other online resources, please contact us at **online@sic.edu**.

SIC faculty who have volunteered to work with others on instructional technology needs outside of the OLET Department:

Jeff Linz  
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