

Remote Teaching Resources and Faculty Expectations

Remote training resources

We have a variety of resources available to faculty

- For remote teaching help: <https://sites.google.com/view/cdi-resources/virtual-blended-remote-mobile/remote-courses?authuser=0>
- Remote teaching resources: <https://sites.google.com/hacc.edu/remoteteaching?pli=1&authuser=0>
- For Zoom help: <https://sites.google.com/view/cdi-resources/zoom-help?authuser=0>
- For D2L/Brightspace help: <https://sites.google.com/view/cdi-resources/d2l-help?authuser=0>

Instructional designers in our Center for Design and Instruction are also available to help.

For D2L/Brightspace inquiries:

- Jordan Barrie jcbarrie@hacc.edu
- Darrell Lagace dtlagace@hacc.edu
- Scott Harvey saharvey@hacc.edu
- Joe Mendrzycki jdmendrz@hacc.edu

For Zoom inquiries:

- Qiquan Wang qqwang@hacc.edu

Below are links to instructional videos and step-by-step instructions:

- ✓ D2L step-by-step instructions: <https://sites.google.com/a/hacc.edu/d2l/>
- ✓ Copying Your Entire Course into a New Shell: <https://youtu.be/yP93IEEpVQI>
- ✓ CDI's YouTube channel: <https://www.youtube.com/channel/UCq7w0ZrNfUXzbSPoYZUDpog>
- ✓ D2L Essentials Video Playlist: <https://www.youtube.com/playlist?list=PLVwcNdJsYCu6JzuJuspbua72I3ULNz9yh>

Instructions on Scanning a document as PDF to Upload to Dropbox

- ✓ Android <https://www.youtube.com/watch?v=aq05Okyt3Rs>
- ✓ Apple <https://www.youtube.com/watch?v=yEQRKnu4yLo>

Instructional video on getting student consent to be recorded in Zoom:

<https://www.youtube.com/watch?v=5DxfGZ59Yig&feature=youtu.be>

Expectations for Faculty Teaching Remotely with Links to Resources

Below are expectations that were developed with input from the Faculty Senate Cabinet. Faculty teaching remotely should do each of the following:

1. Inform students of specific technical requirements of the course (beyond the basic technical requirements of all remote students) at least one week before the course start date.
2. Hold class during the scheduled class meeting times and be available to their students for the entirety of the scheduled class meeting time.
3. Post the syllabus in D2L at the start of the class. Here's a video on adding your syllabus & organizing content in your D2L Shell - <https://www.youtube.com/watch?v=PxxafOclFBY>
4. Open, read and implement accommodation letters and contact an SAS Coordinator with questions directly.
5. Use the news feed in D2L, course calendar, course content link, or syllabus on the first day of class to communicate faculty expectations of students for remote engagement. Here is a video that gives an overview of D2L's News Tool: https://youtu.be/xPp_L0MkMHE
6. Clearly and consistently communicate to students where they will find the due dates for assignments whether it is a detailed syllabus calendar, the news tool in D2L, the calendar tool in D2L, or a combination.
 - a. Using the Calendar Tool in D2L: <https://youtu.be/j3msGjqgQt8>
 - b. Using the Discussion Tool in D2L: <https://youtu.be/Spmq7P2bVY8>
7. Use the gradebook in D2L to record students' graded assignments, quizzes, or tests and communicate grades to students as soon as they are available.
 - a. Setting Up Your Gradebook in D2L Using the Setup Wizard - <https://youtu.be/LZZpFZxRt20>
 - b. Creating & Managing Grade Items In Your D2L Grade Book - <https://youtu.be/yBsMdf7F5Gw>
 - c. Using the Quiz Tool in D2L - <https://youtu.be/e8NcreA3RJc>
 - d. Creating a Dropbox folder - <https://youtu.be/AsGtY7i6W3M>
8. Clearly explain specific communication guidelines to students regarding sending and receiving messages to/from faculty.
Creating an Instructor Contact Widget & Adding it to Your D2L Homepage - <https://youtu.be/s7iU6N140y4>
9. During the first week of class, communicate specific expectations for student participation in your class (i.e., cameras on, using the chat feature, etc.). Only require cameras on for students only when course assessments require it.
10. Hold remote office hours scheduled at times that meet student needs - 1 office hour per 3 credit hours of classes.
11. Follow other expectations for teaching faculty and all employees (e.g., responding to student calls and emails within 2 business days).

Faculty Responsibilities for Complying with Accommodations

1. Open, read and implement accommodation letters and contact SAS Coordinator with questions promptly and directly. Best practice – to reply to each accommodation letter to the student explaining how to use the accommodation in the course
2. List in your syllabus and/or D2L shell reminders about SAS your support for the use of accommodations in your course. Review this verbally with the class during the first week of class for remote sections.
3. Create a place to keep accommodation letters for the semester – either an electronic or paper folder
4. Track and implement accommodations during the course of the semester – extended time for testing, extensions on projects, etc. Learning Commons Test Center is able to support faculty who need help in proctoring extended time exams. SAS will proctor exams requiring readers/scribes/breaks type accommodations
5. View and complete the ADA for the Classroom training found in the LMS Cornerstone under Compliance.