Dear Colleagues,

The Center for Teaching Excellence, Center for Online & Distance Learning, KU Information Technology and Faculty Development are partnering to support you in rapidly moving your classes online. A website at remote.ku.edu is your starting point for information and support.

Click the "Teaching" button on the homepage to find:
- General Guidance
- First Steps
- Beyond the Basics
- Tools

"Eat the Elephant One Bite at a Time"

We know this may seem like an overwhelming undertaking—particularly in a short amount of time. The most important thing to focus on is immediate needs:
- What are the essentials you need online for each of your classes to resume on March 23?
- How can you adapt and possibly pare down your curriculum for online delivery?
- What materials do you have that can most quickly be made available online?
  - For example, instead of recording a video of yourself presenting your traditional lecture, can you simply post your script, notes or PowerPoint presentation?
  - Or, instead of recording yourself writing out a problem and solution, could you provide the problem and solution in a document annotated with your comments?

Additional recommendations:
- Except for small discussion-based classes, we recommend instructors avoid meeting with the class online in real time and find alternative means to deliver lecture content. For example, pre-record a video of your lecture—or part of a lecture—and post a link. Or, it may be better to post annotated slides, worked examples, or other material that provides similar information. Avoiding real-time meetings will minimize the impact of technical difficulties while increasing accessibility and student engagement. More information is available at remote.ku.edu/lecture.

- We also recommend using Blackboard as the foundation for your online course. Most students will be as disoriented as their instructors in a new online environment. Using Blackboard as the go-to solution will help students know where to go for courses and materials.

After addressing immediate needs for the first week of online classes, begin planning and preparation for future weeks. And, continue to refine and perfect online information and materials as you determine additional needs based on student feedback or your own assessment.

See remote.ku.edu for additional information, recommendations and step-by-step instructions.

Let us Help

You don't have to go through this alone, particularly if you don't have experience teaching online classes or using Blackboard. In the coming days we will be announcing online training opportunities on remote.ku.edu. If you would like one-on-one consultations, we are here to help!

Help with Online Pedagogy

For help transferring courses to an online format:

Center for Online and Distance Learning (CODL)
codl@ku.edu
785-864-1000

Center for Teaching Excellence
cte@ku.edu
785-864-4199

Ed Tech Help

For help with Blackboard, Zoom and other online teaching and learning technologies:

KU IT Educational Technologists
itedtech@ku.edu
785-864-2600

Edwards Campus Educational Technologists
kuec_edtech@ku.edu

Workstation Support & General Technology Help

For help with equipment and other technical questions:

Technology Support Centers
tsc.ku.edu

KU IT Customer Service Center
itcsc@ku.edu
785-864-8080

We are confident that you and your colleagues can continue providing engaging and enriching academic experiences for your students during this unprecedented situation. Please use the remote.ku.edu website and let us know if you don't find the information you need. Your feedback will help as we continue to build the site into a valuable resource for you and your colleagues. We also encourage you to reach out to us and our staffs with questions, concerns and requests.
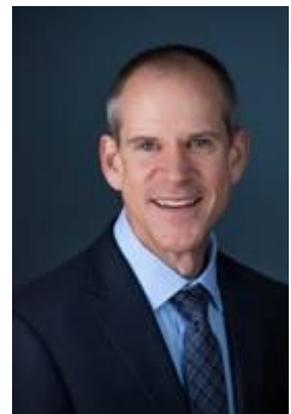
Thank you,

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