MEMORANDUM

TO: ECU Official Faculty

FROM: Grant Hayes, PhD
        Acting Provost and Senior Vice Chancellor for Academic Affairs

DATE: April 22, 2020

SUBJ: Top 10 for Courses Moving Online this Summer

With instruction going online this summer, we know it is a tremendous shift for many of you and your students. Various offices on campus have compiled a list of important information for faculty teaching online as well as resources that are available to you. Some of these items are for your consideration as you move courses online.

1. Distance Education Modules & CEU
   a. If you are teaching online this summer, we request you complete the Distance Education Modules by the end of the summer. If you are teaching online this semester because of COVID 19, the modules are not required.
   b. If you need the annual CEU for the Distance Education requirement, Canvas training can fulfill this requirement.

2. Technology Requirements for Online Instruction
   a. Students should be notified of any technology requirements in the course syllabus including computer requirements, internet access, software, or webcams.
   b. All students are recommended to have access to a computer that meets basic requirements. In light of moving online, your program may need to consider more defined requirements to ensure access to the required technology.
   c. We recommend polling your students early to ensure they have all the required equipment and access needed for the course.
   d. Students needing basic technology training can take advantage of LinkedIn for Learning. There are hundreds of videos available. Videos can be integrated into the course to supplement course content and provide instruction on software.

3. Assessment, Online Proctoring Syllabus & Summer Options
   a. We continue to strongly recommend alternative assessments vs. online proctoring tools such as Respondus Monitor since students this summer could continue to struggle with access to technology.
   b. Always include information on proctoring in the class syllabus. This information must be present if you are going to require proctoring. During online course registration all students will see the following message regarding any fees associated with proctoring.

   “There may be additional fees associated with Distance Education courses for verification of student identity for proctored examinations. “

   c. ECU’s Testing Services has created best practice recommendations for remote proctoring.
   d. At this time, we do NOT know if the UNC Online Proctoring System will have a live proctoring option available. If they do, then we will recommend the live proctoring option such as Examity over Respondus Monitor since live proctoring has more rigorous controls in place to ensure test taking integrity.
4. Moving to Canvas
   a. ECU is fully moving to Canvas and faculty and student access to BlackBoard will cease on August 14th.
   b. Canvas and other technology training is available weekly and more information can be found at canvas.ecu.edu. Faculty are strongly encouraged to participate in Canvas training. There are numerous opportunities from the Office for Faculty Excellence, the Learning Platforms Team in ITCS, and the colleges to participate in professional development activities.
   c. Faculty are encouraged to Migrate Content from Blackboard to Canvas -OR- export any BlackBoard course content to OneDrive or PirateDrive.
   d. Canvas support is available to faculty and students 24 x 7.

5. Course Quality
   a. Many faculty have been teaching online for many years and/or were suddenly thrust online due to the pandemic. Office of Faculty Excellence will be offering Quality Matters training and consultation sessions throughout the summer to give you an opportunity to rethink your courses and how you move to Canvas. A Quality Matters and a Canvas course are the perfect combination to get ready for the fall semester. Announcements regarding dates will be sent out in May.

6. Incompletes
   a. Any course incompletes not completed prior to August 14th will need to be resolved outside of BlackBoard.

7. Continuity of Instruction and Contingency Planning
   a. We recommend you include statements in your syllabus about the continuity of instruction and contingency planning.
   b. The current Continuity of Instruction and Contingency Plan is available and links to available resources.

8. Communication
   a. Best practice is to let students know you will be communicating through the Learning Management System and include a copy of the syllabus in your course in the Learning Management System even if course instruction occurs elsewhere.

9. Resources for Teaching Online
   a. Moving to Alternative Instructional Forms – UNC System Office
   b. Association of College & University Educators Online Teaching Toolkit
   c. Chronicle of Higher Education – Moving Online Now

10. Collaboration Tools
    a. There are several methods and resources available to communicate with your students. WebEx is a campus standard available to all faculty, students, and you can easily include non-ECU participants. You can schedule WebEx meetings in your Canvas and BlackBoard courses.