

**To: All Faculty**

**From: Distance Education Committee**

**Date: January 20 , 2020**

**Subject: Helpful resources and syllabi statements to assist you in remote teaching**

The DEC offers the following example statements to faculty to include in written syllabi and/or the introduction (top) section of their Moodle course homepage. The statements are suggestions and examples only. An option to reduce clutter in Moodle is to add this information as a file so only a link is on the course page.

**How to Contact Me/Virtual Office Hours**

Send me an email to reserve a virtual meeting during my virtual Office Hours M, W 2-3:30; Th 11-12:00 noon. If you can't make that time, send an email and I will respond within 24 hrs (48 on weekends)

**Accessing online Course Materials/Resources**

All course materials, assignments, meetings and communications will occur through Moodle. Be certain you can access the course shell regularly at <http://csumoodle.remote-learner.net/>.

If you need to reset your university email username and password or have other computer-related problems connecting, contact the Information Technology Help Desk at [helpdesk@csu.edu](mailto:helpdesk@csu.edu), tel 773-995-3963.

**Required Textbook\***

Example: The course text is Bidlack, J. and S. Jansky. 2014. Stern's Introductory Plant Biology 14<sup>th</sup> edition. McGraw-Hill ISBN 978-1-259-68274-2 (ebook or hardcopy). Access the ebook at XXXX (provide publisher's website / keycode for text).

**\*Note to CSU faculty: please send the publisher's online textbook link to [elarning@csu.edu](mailto:elarning@csu.edu) before semester begins so they can check compatibility**

**Security**

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the Moodle or the publisher's website.

**Student help with online learning or using Moodle**

Review the very helpful videos for students found on lower left side of Moodle homepage under 'Need additional help with Moodle' <https://csumoodle.remote-learner.net/> "<https://www.csu.edu/covid19updates/keeplearning.htm>

Click on Help Desk button found on right side of Moodle homepage to set up appointment. Send email to [elarning@csu.edu](mailto:elarning@csu.edu) or call Moodle support staff at 773-995-2960 and leave a message. Calls received after 5:00 pm will be answered the next day.

**Online Attendance & Participation**

While an online course does not require physical attendance, active engagement and participation is necessary to successfully meet the learning outcomes. There will be both “synchronous” (live) and “asynchronous” (on your own time) components of the course. Students are expected to:

- Attend all synchronous sessions via Zoom/ Big Blue Button/ Gotomeeting on date and times outlined in the course calendar. Unless otherwise noted, we will meet [number of times] per week at [time]. These meetings are required and I will take attendance. All times are Central Standard Time.
- Communicate any absences to the instructor in advance, when possible.
- Actively participate in class discussions by typing in chat function or by voice.
- Complete all asynchronous course components on your own time and submit by the due date. These include viewing posted powerpoints, pre-recorded lectures, podcasts, completing readings, uploading discussion responses, answers to questions, etc.
- Log on at least weekly to check course assignments, communications, deadlines, grades.

### **How to Attend Synchronous Class Meetings**

We will meet virtually using Zoom/ Big Blue Button/ Gotomeeting platform with a link provided in Moodle.. Please download and test the Zoom/ Gotomeeting app on your smartphone or computer prior to our first live session.

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Remember these other great resources to assist faculty in remote teaching:

The ‘Online course template for instructors’ complete with netiquette blocks and tutorial links for students is available here <https://csumoodle.remote-learner.net/course/view.php?id=23748>

The Faculty Development Support page prepared by CTRE has several helpful, short videos to assist you in remote teaching, accessed here: <https://www.csu.edu/CTRE/facultysupport.htm>

Tips from 12 faculty peers based on the Gardner Institute summer workshop and Fall 2020 semester: [https://www.youtube.com/playlist?list=PLP06oJP9LvhdXq\\_y2UoL8xWDnbUp7t5KE](https://www.youtube.com/playlist?list=PLP06oJP9LvhdXq_y2UoL8xWDnbUp7t5KE)  
<https://www.youtube.com/channel/UC7Wyyw31MMpqHbgdd3cAGM4w>

The Gwendolyn Brooks Library GBL ([library.csu.edu](http://library.csu.edu)) provides access to thousands of electronic course-related and research resources. Reference Librarians can assist students and faculty remotely. Questions? [ask@csu.libanswers.com](mailto:ask@csu.libanswers.com) or leave message at 773-995-2235.

To Contact a Librarian: <https://csu.libanswers.com>;

To Schedule a Research Consultation: [https://csu.libwizard.com/f/research\\_consultation](https://csu.libwizard.com/f/research_consultation);

To Schedule a Remote Library Instruction Session, synchronous or asynchronous, for your class: <https://csu.libcal.com/booking/libraryinstruction>