



FAIRLEIGH DICKINSON UNIVERSITY

Office of the University Provost and
Senior Vice President for Academic Affairs

Date: March 10, 2020
From: Gillian Small, Ph.D.
Re: Moving to Remote Learning - Spring 2020

In my March 6 memo to all full-time faculty, I outlined plans you should start taking to be sure you are prepared to teach your spring semester classes through remote learning rather than face-to-face, should that become a necessity. Following further spread of coronavirus in the New York/New Jersey Metropolitan region, and out of an abundance of caution, President Capuano has made the decision that following spring break we will continue all classes through remote learning for now. We will do all we can to resume normal face-to-face classes as the situation evolves.

I am writing now to provide further guidance and resources as you consider the best online delivery methods for your own courses. We fully understand that you may not be able to recreate all aspects of an in-person class using a remote format, and that certain courses, such as those normally requiring the use of laboratories, art studios, theater etc., provide additional challenges. However, we ask that you be creative and resourceful as you adjust your courses to the circumstances, while trying to sustain the learning outcomes ascribed to your courses.

I would again encourage you to review the resources sent in my previous memo, especially regarding the distance learning options available to you, which are included below for your convenience.

In addition, we are scheduling a virtual meeting through Zoom to provide further assistance with any of these modes of delivery for any faculty who would like additional support in preparing to move their courses online, or to address other questions related to this matter. The meeting is scheduled for noon on Wednesday March 18, 2020.

To join the Zoom Meeting
<https://fdu.zoom.us/j/108518469>
Meeting ID: 108 518 469

You can join this meeting from your computer browser or mobile devices. For mobile devices you must download the Zoom app either from Android play store or Apple store.

All participants will be muted and the videos will be disabled once the participants click the join meeting link. Participants will not be able to unmute themselves as we will lock that option for the start of the meeting. Once we have provided some introductory remarks we will open up the session/meeting for Q&A. At that point we will unlock/unmute all participants and they should be able to talk for the Q&A session.

Please note that if you are scheduled to teach next week before Wednesday, but are not able to use any of the delivery modes listed below without help, you should still interact with your students at the class time – even if just by email and conference call. Then attend the Wednesday meeting where we will provide further help.

Delivery Modes

The delivery modes being made available to you include the following:

- Webcampus (using Blackboard software)
- WebEx
- Zoom
- Echo360
- Email

You may find that the best solution for your class will be a combination of two or more of these delivery modes. For example, in an emergency some students may have adequate access to the internet, while others will not. Do your best to prepare to reach all of your students. If you have additional ideas for emergency course delivery, by all means use them.

Webcampus

All instructors should be able to use Webcampus (Blackboard) to continue instruction if an emergency closes the campus. If you need to take some time to learn to use Webcampus please do so. The Office of Educational Resources and Assessment (OERA) has provided the following links below for instructors who need to get up to speed using Webcampus (Blackboard).

- [Blackboard Learn Help for Instructors](#) (Webcampus)
- Blackboard also maintains a YouTube channel with screencasts for instructors. Click the following link for the channel: [Blackboard Learn for Instructors](#) (Webcampus)
- [My Blackboard](#)
- [Course Menu Interface](#)
- [Basics of Webcampus](#)
- [Creating a Contact](#) (Screencast)
- [Creating an Announcement](#) (Screencast)
- [Creating an Item in Webcampus](#) (Screencast)
- [How to Create a Discussion Board Forum](#) (Blackboard Screencast)
- [Use Discussions](#) (Blackboard)
- [Creating an Assignment](#)
- [Grading an Assignment](#)
- [Posting assignments](#) (Blackboard)

These video tutorials are streamed and include closed captions. Blackboard also maintains a student-focused resource and channel and it is suggested that you direct your students to the appropriate resources:

- [Blackboard Learn Help for Students \(Webcampus\)](#)
- [Blackboard Learn for Students \(Webcampus Videos\)](#)

WebEx

WebEx is a web conferencing service that the University offers as a service to both faculty and staff. Before initiating a session with your students, it is suggested that participants join a test session. By joining a test session, participants will be able to confirm that their mobile device or computer is properly configured for a WebEx Session. As a facilitator or participant you can confirm that your system is properly configured by clicking the following link and following the instructions: [Where can I join a Test Meeting](#). In the event that you are unable to join a test meeting, reach out to University Technical Assistance at the following number: 973-443-8822. Prior to contacting University technical support, it is

suggested that you have your Faculty ID available. If you are not aware of your faculty ID you can identify it in WebAdvisor. For additional information on WebAdvisor please click the following link: [Webwhat](#)

Zoom

Zoom is a web-based video conferencing tool that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. It offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, and Android. Zoom has a feature-rich, mobile app for both iOS and Android, allowing you to virtually connect from anywhere with an internet connection.

NOTE: FDU has acquired a University-wide license for Zoom starting now until June 30th. We are working to extend the service thereafter.

To login to the Zoom portal page click the following link: [Zoom](#)

For additional resources on Zoom click the following link: [Getting Started with Zoom](#)

For technical assistance, please call the help desk at (973) 443-8822.

Echo360

Echo 360 will be available to all faculty by March 20, 2020. It provides methods for lecture capture that can be done through any supported device, including laptop, tablet or phone.

Echo360 can be accessed through the website at echo360.com, where you can click Login on the upper right hand menu, and use University credentials to log in. Your courses should be pre-loaded for access to add files.

For some YouTube tutorials on how to use Echo360:

Instructor Overview: <https://www.youtube.com/watch?v=pEdSbwrRehE>

Adding A Video: <https://www.youtube.com/watch?v=VLxDDYHpSQk>

Editing A Video: <https://www.youtube.com/watch?v=ErQiYI9Z04w&t=3s>

Adding A Presentation: <https://www.youtube.com/watch?v=TVpJNGasarI>

Editing A Presentation: https://www.youtube.com/watch?v=KBH_N3uM33M

Additionally, you can check out more instructional videos and tutorials at the Echo360 YouTube Channel:

https://www.youtube.com/channel/UCPzf1TOJqm2Xs2Dv6_VVCDA

Thank you, in advance, for your support and flexibility. We very much appreciate your cooperation as we work together to provide the best learning experiences possible for our students.