Continuity of Instruction Plan

The Office of Distance Education and Information Services & Technology hope your classes are running smoothly. Continue to reach out to us for assistance and support as needed. Review the weekly update for resources, contact information, and upcoming training offerings to help with this transition. Thank you for your hard work and resiliency in transitioning your classes to alternate modalities.

Summer Instructional Support

Faculty members who are teaching during the summer sessions are encouraged to contact their instructional designer for instructional support. If you don't have an instructional designer, reach out to distanceed@wcupa.edu. We can provide pedagogy and technology recommendations and training, advise on how to effectively deliver your content using D2L, and provide guidance on meeting accessibility standards.

Note: Summer course shells are not yet available within D2L. Feel free to request a development shell to begin preparing your course.

Online Faculty Development Program (OFD)

The Office of Distance Education has added two more offerings of our Online Faculty Development Program (OFD) to support summer course prep. It is a 2-week, asynchronous program that introduces faculty to best practices for online and blended teaching. Successful completion of the program earn faculty the CAPC Distance Education Statement. Facilitated by an instructional designer and a seasoned WCU online faculty member, participants engage with ten modules that cover topics such as Creating Measurable Learning Objectives, Assessing Your Students and Providing Meaningful Feedback, Developing Meaningful Learning Activities, Connecting With Your Students, Making Learning Accessible for All Students, and Applying Copyright and Fair Use Standards.

Upcoming OFD Dates:

- **Summer Prep 2:** May 11 - May 22, 2020
- **Summer 1:** June 1 - June 12, 2020
- **Summer 2:** August 3 - August 14, 2020

OFD Registration Form

Zoom Updates

In-Session Zoom Support
Users should dial **610.436.3350** to reach the IS&T HelpDesk and **press option 4** to speak to a technician during LIVE synchronous sessions. Coverage extends from 8:00am - 8:00pm for Monday - Thursday, and Friday 8:00am - 4:00pm.

Security Settings
A simple, yet mandatory password feature has been introduced to protect WCU Zoom meetings against uninvited guests. For more information regarding passwords and all Zoom security settings, visit the Zoom Security Settings page on the D2L Help site.

Zoom Tips for Music and Fitness Instruction
Professor Mitch Goldfarb, who teaches Tai Chi and Mindfulness put together Quick Tips for Fitness & Music Instructors that includes helpful information on audio and video settings in a Zoom classroom.

Adding Zoom Recording Link to Content
External links to supplemental material (e.g. LinkedIn Learning, TED talk videos, Zoom recordings) can be added to D2L. Links can be added to module pages which will allow the instructor to provide context for the link or links can be added using the Create a Link tool.

Exam Proctoring: Proctorio

We are pleased to be able to offer Proctorio for all of your automated exam proctoring needs for the remainder of the semester. Proctorio is a Chrome extension which requires use of the Chrome web browser for setting configuration and exam attempts. As an automated service, Proctorio can help maintain academic integrity by providing ID verification, audio and video recordings of exam attempts, and various screen lock-down options.

Contact the Office of Distance Education at distanceed@wcupa.edu to get started with Proctorio. For more information and helpful faculty and student guides, visit Distance Education's Proctorio page.

Virtual Advising

Students may create strong bonds with you as teachers and researchers, but only in advising will you be able to form and build relationships that last through a student's full career at West Chester. The Campus Advising Committee recently created this virtual advising infographic to ensure a successful WCU advising experience. For more information regarding advising, visit the Academic Advising page of the WCU website.

Stress Awareness Month

During these challenging times, it is especially important to reduce stress. Professor Mitch Goldfarb is offering free, online Tai Chi Flow classes every Monday at 11am. This is a wonderful opportunity to relax, build energy, and safely connect with other mindful people. For more information, refer to the Free Tai Chi Flow Classes flyer and contact mitch@mitchgoldfarb.com.

Resources

The following websites consolidate information on best practices during this transition to alternate modalities.

- Visit the *Continuity of Classes Resources Website*
- Visit the *IS&T Work Continuity Resource Website*
- Visit the *Additional Resources for Teaching in an Alternate Modality*

FAST Training Webinars

Register for webinars at FAST Training Schedule. Access the Recordings of previous work continuity webinars at IS&T's Work Continuity website , under IT's Frequently Asked Questions, Training Resources section.

Student Support Information

A sudden shift from face-to-face instruction to online instruction may be jarring for students. It is important to provide them with technical support and guidance during the transition. Students also have access to the Helpdesk and to Distance Education Support. In addition, consider asking students to complete tutorials for digital tools you are using on the Navigating Digital

[Learning](#) D2L site. This will ensure that students have a basic competency.