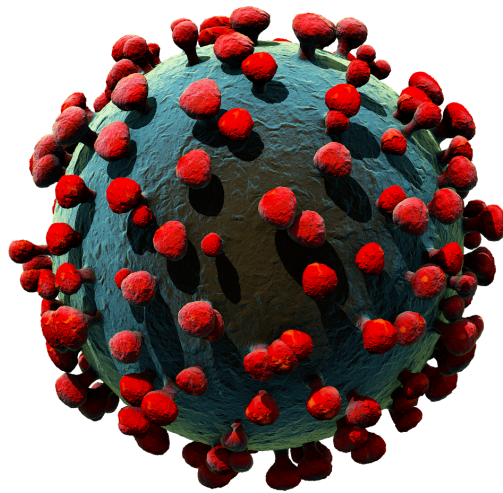# Coronavirus & Campus

Tips to Move Online Quickly

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Helpful Tips

THINGS TO DO BEFORE AN EMERGENCY HITS:

- To participate online, faculty will need to have the right equipment. Ensure that faculty have computers/laptops at home, with webcams and headsets, and high-speed internet.

- We encourage campuses that do not have a placeholder for all courses in their Learning Management System (LMS) to add those courses as quickly as possible. Having that space allows faculty to upload resources that could be used now, but also in the event of an emergency.

- Consider offering a rolling, optional onboarding/orientation to your LMS and video conferencing platform. If you wait until you actually need people using the LMS and video, but haven't onboarded them, there's a greater likelihood for chaos and confusion. Make sure to load all training materials into the LMS so that students and faculty have easy access to resources, and you don't have to scramble to get it out.

- Provide the steps for accessing either the LMS or your video conferencing site, and feature your help desk contact information prominently on your campus website. Note: sometimes, the help desk contact for the LMS is displayed within the LMS. This isn't helpful for students with issues accessing the LMS!

- Encourage faculty to take time to upload course materials and resources into the LMS -- for the future. They can load the course syllabus, reading material (e.g. case studies), and written assignments. Some faculty might want to experiment with recording themselves using a webcam. They could try referring students to this resource and see how it works. Having things loaded now can reduce the confusion and loss of instructional time later.

IF AN EMERGENCY OCCURS:

- **Plan Ahead:** Encourage administrators to connect weekly or even daily with program leaders. Program leaders should check in regularly with instructional faculty. The more planning you can do now, the better shape you'll be in if the situation worsens. Our advice is to start preparing now. Put a hold on your team's calendar, and make sure to include a video conferencing link so that if the meeting needs to be virtual, it's already scheduled.

- **Load Students into the LMS Now:** Use either the LMS messaging system or email to send information out. Fall back on email if LMS messaging is confusing or ineffective. Be sure all students and faculty names are loaded into the system now, so that you're confident you can reach all students.

- **Assign a Decision Maker:** Crucially, someone needs to be in charge of making the decision if classes will continue campus-wide.

- **Student Support:** If a student becomes ill and cannot participate, make sure faculty are aware of the procedure for allowing the student to take the program virtually or withdrawing from a course. Student success coaches know this procedure but not all of your courses may be supported by a Success Coach.

- **Back-up Faculty:** Have a plan in place in advance in the event a faculty member becomes ill and cannot continue to teach. Will other faculty cover? Will you have adjuncts on standby? Canceling an entire course is an option, but a disruptive one.

Resources

For additional resources and examples of how colleges and universities are preparing, please refer to the list of links below. Note: These strategies should not replace the careful design process that we believe should always go into developing an online course. Rather, these strategies should be seen as quick fixes to prevent cancelling instruction altogether.

- [7 Best Practices for COVID-19-Necessitated Online Meetings](#) by Joshua Kim with Inside Higher Ed

- [Academic Continuity eLearning Resources](#) created by Clemson University

- [Coronavirus COVID-19 Global Cases](#) by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)

- [Coronavirus (COVID-19) Resources and Guidance](#) hosted on ACE Engage (new users can log in using their .edu email address)

- [Emergency Remote Teaching Guidelines](#) by EmergeTeaching

- [Going Online in a Hurry: What to Do and Where to Start](#) created by Michelle D. Miller with The Chronicle of Higher Education

- [How to Be a Better Online Teacher](#) created by Flower Darby for The Chronicle of Higher Education

- [How to Give Your Students Better Feedback With Technology](#) created by Holly Fiock and Heather Garcia for The Chronicle of Higher Education

- [How to Make Smart Choices About Tech for Your Course](#) created by Michelle D. Miller for The Chronicle of Higher Education

- [Keep Teaching During Prolonged Campus or Building Closures](#) created by Indiana University

- [Remote Teaching Resources for Business Continuity](#) created by Daniel Stanford, Director of Faculty Development and Technology Innovation in DePaul University's Center for Teaching and Learning

- [RISE Rubric](#) created by the Noodle Partners Student Affairs team

- [Teach Remotely](#) created by Harvard University

- [Teaching During Unplanned Events](#) created by UC Santa Cruz

Please reach out to **info@noodlepartners.com** with any questions.