

TO: All Full-time Faculty, Adjuncts and Deans
Subject: Important Information on Moving to Remote Instruction

Dear Faculty,

As Fr. Pilarz announced in his email this morning, we are responding to the COVID-19 or novel coronavirus developments through the following measures:

- The University will cease face-to-face instruction and move classes remotely beginning on Monday, March 30, 2020. Classes will operate as normal with the regular schedule until March 13.
- This decision extends Spring Break by one week. We are asking faculty to use the time between March 14 and March 29 to take advantage of the we are providing to transition your classes to remote instruction.
- As always, you are free to reach out to students during break but should not hold class or require assignments to be due between Saturday, March 14 and Sunday, March 29.
- Remote instruction will continue at least until the conclusion of Easter Break, which begins on April 9. We hope to resume on-campus classes on April 14, but will continue to monitor the situation and continue regular communication with you until that time.
- Current online graduate programs will continue as previously scheduled.

I would also note that we still want midterm grades to be submitted by Wednesday, March 25th by noon.

We did not make this decision lightly and greatly appreciate the input that we received through various communications with faculty and deans. We understand that this will not be an easy task, and we are working diligently to provide the resources needed to assist you in moving your classes to remote instruction. We do not have all of the answers now, but we will work with you to understand the questions and seek solutions.

College deans are working with departments and their faculty to provide specific support, and you will receive communication from them.

We will direct all students to their D2L course page for each class to get information on their course. As you know, D2L is the University's learning management system. You should post a message on your D2L page by Thursday, March 26 that provides instructions to students for moving online. Instructions for accessing your page and posting this message can be found here: <https://www.scranton.edu/academics/lms/announcements.pdf>

Please know that it is ok to change your syllabus and course policies to accommodate this unique situation as long as you clearly inform the students.

You should contact CTLE (D2Lsupport@scranton.edu) for assistance or register to attend a workshop: <https://www.scranton.edu/academics/lms/lms-workshops.shtml> .

D2L Resources

We encourage you to upload the content and learning activities you will need to continue teaching remotely. From the literature, the most effective tools for teaching online are: threaded discussion forums, assignment drop boxes, practice quizzes and the gradebook.

- How to [post your syllabus in D2L](#).
- How to [create a DropBox in D2L](#).
- How to [add a Discussion Forum Topic in D2L](#).

Additional instructions for creating activities in D2L can be found here: https://www.scranton.edu/academics/lms/D2L_Scratch.shtml.

As noted above, CTLE will be holding [workshops during the next few days](#).

All other resources for teaching in D2L can be found here <https://www.scranton.edu/academics/lms/index.shtml>

Panopto Lecture Capture

Panopto is a presentation-capture system that allows instructors to record lectures and/or presentations and make them available digitally. The Panopto recording interface is only available through the D2L learning management system. Additional information about Panopto can be found here: <https://www.scranton.edu/information-technology/services/panopto.shtml>.

Support

We are here to help you through this. Instructors can get tech support by emailing D2Lsupport@scranton.edu or calling our University Technology Support Center at (570) 941-HELP or emailing them at techsupport@scranton.edu.

Campus remains accessible and open for your use throughout this time period, including offices, labs and classrooms. You are not, however, required to hold your face-to-face office hours until after Easter Break. We trust that you will continue to be accessible to your students remotely should they have questions.

Finally, we know that the solution we are implementing does not address the unique variety of courses and academic activities on campus. Some of you, for example, have already raised good questions about labs, clinicals, individual research, thesis defenses and courses requiring specific software tools (among other unique situations). Your dean's office will work with you to develop solutions for these situations.

I want to reiterate the gratitude that Fr. Pilarz expressed for being a part of an academic community that cares so much about the success of our students and of our institution. I am confident that we

can continue the great tradition of excellence in Jesuit education for which we are known even when we have to adjust in times of stress like this. Thank you for all that you do.

Sincerely,

Jeff Gingerich, Ph.D.
Provost & Sr. Vice-President for Academic Affairs