March 20, 2020

Dear Faculty,

As you know, following guidance from Pennsylvania Gov. Tom Wolf on Monday, March 16, the University announced that campus would close indefinitely. Further guidance from Gov. Wolf on Thursday is leading the University to restrict campus access even more with additional staff transitioning to online work when possible.

Consistent with our ongoing efforts to limit the number of people on campus, we want to begin to prepare the University for even more restricted campus access next week. **You should collect necessary items from your office today or this weekend in case we must increase restrictions.**

I have also asked the Center for Teaching and Learning Excellence (CTLE) to offer all of their support online next week so that their staff do not have to come to campus. Below is extensive information about how the CTLE will continue to offer support as you prepare to return to classes remotely on March 30.

We continue to ask you to reach out to your dean's office with specific questions about your courses, labs and other instructional experiences.

A University-wide email will be sent later this afternoon with further information about our response to the virus.

My prayers are with you and your families as we together seek to stay healthy in every way.

Sincerely,

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

# Center for Teaching and Learning Excellence (CTLE) Support

The CTLE will continue to provide support to faculty during this period of transition. While you make decisions regarding converting your face-to-face to the online environment, you will need to consider both the online pedagogical approaches that best match your desired learning objectives and the mechanics of accomplishing your goals through D2L.

<mark>*Online Pedagogy Workshops*</mark>

Amy Simolo, CTLE Faculty Development Specialist, will be your host via Zoom and D2L Virtual Classroom to afford you the opportunity to experience both of these tools from the student perspective. She will offer two types of workshops:

- The "Basics of Online Pedagogy" sessions will provide an overview of content dissemination, assessment, attendance and participation, group work/projects, and engagement with your students in the online setting.

- "Virtual Office Hours" are free times for you to log in and ask questions directly related to your own courses.

Amy can be reached by email at [amy.simolo@scranton.edu](mailto:amy.simolo@scranton.edu).

A complete schedule is provided below. Please note that the hyperlinks won't be "live" until the time of the session.

Monday, March 23
      9:00AM      [Zoom - Basics of Online Pedagogy](#)
      11:00AM      [D2L Virtual Classroom - Basics of Online Pedagogy](#)
      1:00PM      [Zoom - Open Office Hour](#)

Tuesday, March 24
      9:00AM      [D2L Virtual Classroom - Basics of Online Pedagogy](#)
      10:00AM      [Zoom - Open Office Hour](#)
      1:00PM      [D2L Virtual Classroom - Open Office Hour](#)
      2:00PM      [Zoom - Basics of Online Pedagogy](#)

Wednesday, March 25
      9:00AM      [Zoom - Basics of Online Pedagogy](#)
      10:00AM      [D2L Virtual Classroom - Basics of Online Pedagogy](#)
      12:00PM      [Zoom - Open Office Hour](#)
      1:00PM      [D2L Virtual Classroom - Open Office Hour](#)

Thursday, March 26
      9:00AM      [D2L Virtual Classroom - Basics of Online Pedagogy](#)

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|---|---|
| 10:00AM | Zoom - Open Office Hour |
| 12:00PM | Zoom - Open Office Hour |

Friday, March 27
| 9:00AM | Zoom - Basics of Online Pedagogy |
|---|---|
| 11:00AM | D2L Virtual Classroom - Open Office Hour |
| 1:00PM | Zoom - Open Office Hour |

<p style="text-align:center;">*D2L Workshops*</p>

During the upcoming week, the CTLE will offer step-by-step workshops highlighting the most useful/used tool of D2L.  All workshops will be virtual utilizing Zoom.

All inquiries regarding D2L should be referred to d2lsupport@scranton.edu.

On Monday and Wednesday, the CTLE will provide the opportunity to connect with us virtually and have individual questions answered about any aspect of your D2L Course.  On Tuesday, Thursday, and Friday, the CTLE will have workshops dedicated to specific D2L tools/areas.

| Monday, March 23 | 10:00AM – 3:00PM | (Responding to faculty questions) |
|---|---|---|
| Wednesday, March 25 | 10:00AM – 3:00PM | (Responding to faculty questions) |

Below, you will find a listing of the workshops grouped by category.

**Basics**
Highlight the features of D2L and introduce its basic modules. You will learn how to get started using D2L, which will include navigation, course design, uploading your syllabus class announcements.

| Tuesday, March 24 | 10:00AM |
|---|---|
| Thursday, March 26 | 10:00AM |
| Friday, March 27 | 10:00AM |

**Quizzes**
Quizzes can be used to help build engaging online learning environments, reinforce lessons, and evaluate student work. This workshop will cover the creation of quizzes within D2L. Instructors will learn how to create/edit a quiz, create question sets and pools and add question types.

| Tuesday, March 24 | 11:00AM |
|---|---|
| Thursday, March 26 | 11:00AM |
| Friday, March 27 | 11:00AM |

**Dropboxes**

Dropboxes in D2L are full featured and enhance instructors' ability to assess students. The Dropboxes tool enables the instructor to create assignments, eliminating the need for students to mail, fax, or email their work.

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|---|---|
| Tuesday, March 24 | 1:00PM |
| Thursday, March 26 | 1:00PM |
| Friday, March 27 | 1:00PM |

**Discussion Forums**

This workshop will cover the setup of discussion forums for your entire class, groups and/or individual Journals. The D2L discussion forum has many rich features that take advantage of online communication's ability to enrich teaching and learning. Discussion Forums provide instructors with the ability to create interactive, peer-to-peer collaborative learning communities.

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|---|---|
| Tuesday, March 24 | 2:00PM |
| Thursday, March 26 | 2:00PM |
| Friday, March 27 | 2:00PM |

**Gradebook**

The Gradebook interface in D2L allows instructors to track and display grades for D2L content items (quizzes, drop boxes, discussion forums and surveys) and for assignments handed-in outside of the D2L environment.

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|---|---|
| Tuesday, March 24 | 3:00PM |
| Thursday, March 26 | 3:00PM |
| Friday, March 27 | 3:00PM |

Please use the individual hyperlinks for each workshop listed above.

All inquiries regarding D2L should be referred to d2lsupport@scranton.edu.