



CLASS ABSENCE PRACTICES FOR COURSE CONTINUATION

This document provides a guide for converting in-person course instruction to a remote format during the campus closure. Please note *D2L* and *Google G Suite for Education* cover a wide variety of options to connect with your students. D2L will continue to be our learning management system. If you need to access your on-campus computer files, please remember to set up your *VPN secure connection*.

Questions concerning how to get started with any of the options below can be directed by opening a ticket at ticketdog.arizona.edu.

= Immediate use = Takes time to set up = Download required

Course Announcements



D2L*



- Post announcements for students using the D2L course announcement.
- Email students through D2L email link.
- * If this is your first time using D2L, please allow time to process.

Sharing Course Materials



D2L



- Post lecture notes and slides (PDF, Word, Power Points) in D2L.

Box



- box.arizona.edu provides 50 GB of online storage and allows you to upload individual files of up to 15 GB in size for sharing large files when emails are inadequate. Links to files for sharing/editing/uploading can be created for students.

Student Assignment Submissions



D2L



- Use D2L assignment submission tool.

UA Email



- Students can use their UA email to submit their assignments
- This option is only recommended if it's a small class since it can be time consuming with numerous emails to track.

Office Lens



- Office Lens is the new camera built into OneNote for iPad or iPhone that lets you take pictures of whiteboards or printed documents. **Included with Office 365.**

Adobe Scan



- Easily capture and convert documents, forms, business cards, and whiteboards into high-quality Adobe PDFs from your phone. **Included with Adobe Creative Cloud.**

Meeting Virtually- Seminars/Conferences



Zoom



- Share screens and real-time voice and/or video conversations with students. Requires a microphone. Ideally a camera headset.

Microsoft Teams



- Secure collaboration application in Office 365. Includes audio and video conferencing among many other collaboration tools.

Meeting Virtually- Lectures



Panopto



- Record video lectures that can be posted and viewed on D2L course site.
- Students can watch on their own schedule.
- Requires a microphone. Ideally a camera.

Zoom



- Share screens and real-time voice and/or video conversations with students. Requires a microphone. Ideally a camera.

Online Chat



Microsoft Teams



- Includes a chat-based workspace for real-time collaboration.

Skype for Business



- Another Microsoft chat tool.

Slack



- Not a University service, but many units use it for chat and collaboration. If your unit has adopted it, ensure that all employees have accounts and know how to access Slack remotely.

In addition, the *Office of Instruction & Assessment (OIA)* has created a list of *Teaching Continuity Strategies* for UA instructors in case on-ground courses are suspended.