TO: Lehman College Faculty

FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success

SUBJECT: Continuing to Teach Online

DATE: March 30, 2020

Dear Faculty,

As you continue to teach remotely, please be sure to review the Digital Toolkit prepared by the Information Technology Division and recommendations, instructional guides, and updated FAQs for Faculty Going Online in a Hurry prepared by the Office of Online Education.

Faculty Mentors:
Faculty mentors have been announced, chosen to help Lehman faculty enhance their ability with distance teaching and learning. Learn more about Faculty Mentors.

Asynchronous Teaching:
Please be mindful that not all students have home computers, some may have limited wi-fi and data plans, and some might need additional accommodations. Adjust the kind of content you post in Blackboard accordingly, avoiding materials for which prolonged access or bandwidth is necessary like long videos or the use of video conferencing.

- If you do have to meet in real time, keep real time sessions short (no more than 40-60 minutes per session), you do not have to meet online for the same amount of time your regular class meets. Create learning opportunities by making use of asynchronous tools available in Blackboard in order to adhere to the academic standards of a credit unit.
- You can also record your lecture and post for students to review before or after the live meeting and use the live session to answer student questions or for class discussion (which you can also do "offline" by using Blackboard Discussions and VoiceThread (available in Blackboard). You can even take it a step further and deliver your lecture in VoiceThread enabling students to engage asynchronously. Review more on How can I continue my usual lectures? in the FAQs for Faculty Going Online in a Hurry.

Focus on leveraging Blackboard tools to support student learning via asynchronous methods. Remember that the best practice in online learning is not through synchronous sessions only, and typically requires intentional *course design planning. Read about Actively Engaging Students in Asynchronous Online Classes (Riggs and Linder, 2016).*

Upcoming Online/Live Training Sessions from the Office of Online Education:

- **Live Q&A for Teaching Remotely Sessions (MWF 2:00-2:45 pm)** on March 30, April 1 (This session is about VoiceThread), April 3, April 6, April 8, April 10, April 13, April 15, April 17**:** Please note that the Office of Online Education staff is hosting live/online Q&A for Teaching Remotely Sessions to help faculty answer some of the burning questions. Faculty can join these sessions online or via phone. Join Zoom Meeting https://lehman.zoom.us/j/7189601172 Meeting ID: 718 960 1172 Dial-in (for audio): +1 646 876 9923

- **"How-to" Webinars:** All webinars are recorded and all registrants will receive a recording, even if unable to attend live.

  Effective Use of Discussion Boards: Thursday, April 2, 2:00 - 2:45 pm The webinar will take you through the

process of setting up discussion boards, as well as provide insight on such features as post first, insert images and attachments, searching and sorting, and the option of using integrated rubrics for graded forums. [Register](#)

Using Assignments in Blackboard: Tuesday, April 7, 2-2:45 pm This webinar will take you through the various steps and options for assignment submission in Blackboard, rubrics, time limits and multiple attempts. We will also demonstrate how instructors can then access assignments submitted and the various ways to grade and provide feedback. We will also briefly show how SafeAssign can be used to foster academic integrity for writing assignments. [Register](#)

Upcoming Online/Live Training Sessions from the Information Technology Division:

- **Blackboard Collaborate Ultra - The Basics** (Stephen Castellano) Wednesday, April 1, 11:00-12:30 pm. Join Zoom Meeting: https://lehman.zoom.us/j/711703949 Meeting ID: 711 703 949
- **Blackboard Evening Office Hours:** Steve Castellano is available to answer faculty Blackboard questions during 'office hours,' starting Monday, March 30rd through Thursday, April 2, 5:00-6:00 pm. Join him on Zoom! Join Zoom Meeting: https://lehman.zoom.us/j/679947512 Meeting ID: 679 947 512
- **Microsoft Office 365: Intro to Office 365/Teams & OneDrive** (Safiul Roni) Tuesday, March 31, 10:30-12:00 pm. Join Zoom Meeting: https://lehman.zoom.us/j/574033412 Meeting ID: 574 033 412; Thursday, April 2, 10:30-12:00 pm. Join Zoom Meeting: https://lehman.zoom.us/j/363059521 Meeting ID: 363 059 521
- **Office 365 Office Hours**: For individualized assistance with Office 365, please call Safiul Roni at 718-960-8661, Monday, Wednesday and Friday, 10:00-12:00 pm.

Teaching online in Summer or Fall 2020:
We invite faculty to register for a two-week, asynchronous, instructor-facilitated workshop, "Preparation for Teaching Online: A Foundational Workshop for CUNY Faculty," developed by CUNY School of Professional Studies, and offered by the Lehman's Office of Online Education. Schedule for the CUNY Preparation for Teaching Online Workshop: April 20-May 2, May 26 - June 7, August 3-16, 2020. [Learn more about the workshop and how to register](#).

Contact for Help:
- Information Technology Division: For technical questions about Blackboard and other technologies, please contact the new support email address at faculty.help@lehman.cuny.edu
- Office of Online Education: If you have any questions about teaching remotely/online and digital pedagogies, please contact us at online.education@lehman.cuny.edu

Faculty Survey:
To enable the Office of Online Education better serve your needs, please assist us by taking [this brief survey](#).