Resources & Tips
for Temporarily Transitioning to Remote Instruction

While most ECAS courses are being taught in-person this semester, there may be occasions throughout the semester that prompt a rapid but temporary transition to remote instruction. Recent guidance for teaching in-person from OUE highlights a few scenarios where the transition to remote instruction may be necessary this semester:

- If Contact Tracing instructs you to get tested for COVID, inform your chair and move to remote instruction until a negative test result is verified.
- If you have symptoms of COVID-19 but are well enough to teach remotely, inform your chair, stay home, and teach your course remotely (the entire class meets online).
- If you must stay home to care for a family member who has tested positive for COVID or is in quarantine, you may, in consultation with your chair, temporarily move to remote instruction.
- If a significant number of your students test positive, you may, in consultation with your chair, temporarily move to remote instruction.

Emory Resources for Remote Teaching

- Emory College Online
  - Email: emorycollegeonline@emory.edu
  - Schedule a 1:1 consultation with an ECO instructional designer
  - Remote Teaching Website
  - ECO Faculty Hub
- Zoom
  - Email: echelp@emory.edu
  - Emory Zoom Portal
  - Updating Zoom
  - How to Log into Emory Zoom and Schedule a Recurring Meeting
  - Zoom's Extensive Collection of Tutorials
- Canvas
  - Email: classes@emory.edu
  - Teaching with Canvas at Emory
  - Canvas Instructure Tutorials
  - 1:1 Consultation with an Emory Canvas Expert
- Classroom Technology Services
  - Phone: 7-6853
  - Email: echelp@emory.edu
  - Walk Up: Math and Science Center, Room E212
- Center for Faculty Development and Excellence
  - Emory University's Flexible Teaching Toolkit

As situations evolve over the semester, it is important to provide consistent and clear communication with students and be proactive in preparing for the possibility of a temporary transition to remote instruction. The Emory College Online (ECO) team, Classroom Technology Services, CFDE, and Academic Technology Services are here to support your preparation for any temporary shifts that may be necessary.

Tips for Proactively Preparing for Temporary Remote Instruction

- **Update Zoom:** Ensure your Zoom client is working and up to date. Some Zoom accounts were recently deactivated due to low usage. If your account was affected, you may reestablish your account by logging in to https://emory.zoom.us/ using your Emory credentials and setting your preferences. You may want to proactively create and share the course Zoom link and office hours link with your class in case a transition is necessary. If you are using Zoom to record your in-person class meetings, you may use the same link if the course moves online. In the case of a temporary shift to remote learning, your class meetings should be held at the regular meeting time via Zoom.
- **Canvas Site:** Take advantage of Canvas in your in-person class. Student familiarity with a well-developed Canvas course site will make a temporary transition to remote instruction easier. At a minimum, your site should be easy to navigate and should include a syllabus, information about course assignments, contact information and office hours, and grades.
- **Hardware:** Assess your office, classroom, and home environment, and take stock of what resources you will need to transition to remote instruction quickly. If you have questions about your equipment needs, reach out to echelp@emory.edu.
- **Software:** Determine which online teaching tools will best serve your students should you need to move online temporarily (e.g., Zoom, PollEverywhere, VoiceThread, etc.). Log in and make sure everything is up to date and working for you.
- **Communicate:** Make sure your students understand how you will communicate regarding any temporary move online. Be clear about your expectations for participation as you transition from in-person to remote teaching and from remote back to in-person teaching. Consider sending a survey to your students to understand better any difficulties that a transition to remote learning could cause them.
- **Plan:** Proactively plan for how you might handle class assignments, exams, and other learning approaches (labs, group projects, etc.) should the need for remote instruction arise.

Tips for Accommodating Students in Isolation/Quarantine

Please refer to the College's guidance for Supporting Students in Isolation and Quarantine for more detailed information. Instructors are not expected to transition to a hybrid or hyflex format to accommodate students in quarantine or isolation. However, to provide greater academic continuity for all students, we recommend:

- Do not penalize students for absences due to quarantine and isolation. Adopt flexible assignments and policies to accommodate these disruptions.
- Record in-person class sessions using Zoom cloud recording and share recordings through your course Canvas site.
    - Zoom Cloud Recording Instructions
    - Preserving your Zoom recordings in Canvas Studio and OneDrive
    - For help with Zoom recording in the classroom, contact ECAS Classroom Technology Services.
- Post notes, slides, photographs of whiteboard notes, and/or materials distributed in class to your course Canvas site.
- Consider hosting Zoom office hours for any students unable to attend class in person.

Questions? Contact us at
emorycollegeonline@emory.edu