

From: University_News
Sent: Friday, March 06, 2020 6:41 PM
To: University_News
Subject: Instructional Preparations for COVID-19

Rush University

COVID-19 Update

To: Rush University Faculty
From: David Katz, PhD, Vice Provost
Gayle Ward, JD, Vice Provost
Susan L. Freeman, MD, MS, Provost
Re: Instructional Preparations for COVID-19

At this time, classes are scheduled to resume on Monday, March 9, as planned. However, because the COVID-19 situation may change rapidly, we must have a contingency plan to continue instruction remotely if needed. We are here to support you and the students to assure we have a smooth transition plan. The University has a plan to help you migrate your on-campus classes to remote delivery. The following is meant to give you support and guide you through this process.

Use of Blackboard

All courses have a shell in Blackboard whether you use or do not use Blackboard. The University is requiring you to at least upload your course syllabus and schedule on Blackboard. For faculty at RMC, you can continue to use Entrata, but you are asked to also upload your syllabus and class schedule to Blackboard. If you are unsure about how to do it or have not used Blackboard before there are several resources you can use for support:

Blackboard 24x7 service. Log into <https://rulearning.rush.edu/>
Center for Teaching Excellence and Innovation (CTEI). Email CTEIHELP@rush.edu

Blackboard resource guide (available by midday Saturday, March 7)

CTEI has created a Blackboard resource titled "*RUTR: Teaching Remotely*" that includes the following:

- A short overview
- Communicating with students
- Who to contact for help
- Creating content: Syllabus, schedule and basic materials
- Creating instructor-focused content
- Student interaction and engagement
- Online assignments
- Online assessments
- Online seminars/synchronous meetings

Online Teaching Modalities

- **Synchronous instruction** (live instruction) might be the easiest for you to use. If you select this option, you can use Zoom, which is integrated within Blackboard, or you can use Webex. Please make sure to record your presentations and upload them on Blackboard. *For instruction of how to use either please refer to the resources on Blackboard.*
- The benefits of using synchronous instruction:
 - You can use the same classroom time to make sure all or most of your students attend.
 - You can use it as a live presentation, but please make sure it is uploaded, as some students may not have a fast enough Internet connection to join live.
- If you choose **asynchronous instruction** and want to record a lecture, there are two instructional software tools you can use: Panopto and Screencast-o-matic. *Instructions are provided in the Blackboard resource shell.*
- Please make sure to create course materials in a smartphone-friendly format. The easiest format for smartphone is PDF.

Whether you use or an asynchronous or synchronous teaching methodology, make students feel connected and cared about: acknowledge current challenges, praise for good work, and offer reminders about the class being a community.

We have provided you with a document listing the different course options, software, equipment needed to use the software, and examples for when to use each software on Blackboard's RUTR Teaching Remotely resource.

Lab Activities

For faculty who teach laboratory courses, think about what parts of the lab you can migrate online and investigate virtual labs. (Merlot is an example of a website to explore.)

Research Activities

If your students are conducting research that involves animals or bench lab work, they may be considered essential personnel. In this case, they would report to work even if the university switches to remote teaching.

Clinical Rotations

For students on clinical rotations – since clinical experiences are a program requirement, they are considered essential work and students should continue with their rotations. However, in the event of off-site rotations, the university travel restrictions must be followed.

You will receive timely updates about the University preparedness and any action plans that might be initiated. Please keep in touch with your Department Chair or Program Director and your college administrators.