Subject: COVID-19 CEMS Remote Instructional Resources
To: CEMS Faculty; CEMS Staff
From: Courtney Giles, Ian Davis, Priyantha Wijesinghe
Date: 3/5/2020

Dear CEMS Community,

In light of Provost Prelock's recent email regarding academic continuity in the midst of COVID-19 and the potential need to provide remote instruction, several recommendations are provided below.

1. **Recommendations in the event of student/faculty isolation or disruption to class schedules:**
   - Faculty are encouraged to use UVM-supported applications in the event that courses need to be delivered remotely. Recommended applications include Blackboard, Microsoft Teams, ProctorU, and Gradescope.
   - Please remind your students to bring their course materials with them over break.
   - Consider your course schedule and prioritize content that needs to be completed on campus after the break.
   - If you have teaching materials that are not yet digitized, scan and digitize sooner than later (spring break is a good time to do this).
   - If you plan to prepare/share audio or video files, consider preparing smaller file sizes. If working remotely, file transfer speeds may be impacted.
   - Be prepared to offer some flexibility around assignments and deadlines.

2. **Recommended applications and features**
   - Blackboard: Assessment tools (quizzes, exams, assignment submission), file sharing, and discussion boards.
   - Microsoft Teams: Remote meeting tools and recordings, discussion board, file sharing and editing, ability to easily create a course and upload class rosters.
   - ProctorU: Exam proctoring platform (students pay extra for service).
   - Gradescope: Grading platform in which students or instructors upload completed assignments for grading. Students may upload completed assignments in PDF or photo form. Available for CEMS faculty free of charge.
   - Screencasting: Instructors that would like to record their lectures can do so in the CTL space (Howe 051 Studio) or using a screencasting software on their own computer. Please contact Ian Davis to access the CEMS Screencast-o-matic license.

3. **Upcoming CTL Support**
   - CTL is developing a website to support remote instruction, which will launch **3/6/20**
   - The website will include strategies for using University-supported applications such as Microsoft Teams and Blackboard.
   - CTL will be available for extended support hours during the break to provide in-person assistance. More information to follow.

4. **Upcoming CEMS Support**
   - CEMS will host drop-in hours in **Votey 229** for faculty with questions about MS Teams, Blackboard, and Gradescope on the following dates:
     - **Tuesday (3/10) 12:30 PM to 2:30 PM**
     - **Thursday (3/12) 10:00 AM to 12:00 PM**
     - **Wednesday (3/18) 1:00 PM to 3:00 PM**

Please feel free to reach out to Ian Davis, Courtney Giles, or Priyantha Wijesinghe with any questions regarding the possible need for remote instruction. We are here to help!

Best Regards,

Courtney Giles, Ian Davis, Priyantha Wijesinghe

Additional Resources

- **TODAY (3/5) 3:00 PM – 4:00 PM** Coronovirus and Public Health: Free, Informational Webinar from the UVM Larner College of Medicine.
- **UVM Division of Operations and Public Safety** Campus-wide updates on the status of COVID-19
- **CTL Teaching Continuity**