**March 18, 2020**

**Dear Gillings Spring 2020 Instructional Faculty,**

**I hope you are doing well as the world around us is changing so rapidly.  Take good care of yourself and your loved ones.  Please accept my thanks for all the work you are doing to get your classes ready for remote teaching.  Let me first share the new “motto” we are operating under as we move forward:**

**“Be flexible, adaptable, and kind…”**

This motto relates to how we hope you will be interacting with your students as we embark on such a dramatic change in how we teach.  And importantly, be kind to each other – the teamwork we have witnessed over these past two weeks has been amazing.  We know both instructors and students will have varying levels of access to Internet and cellular networks. It is unclear if the internet infrastructure will be able to bear the burden it will face with such a dramatic increase in use. Instructors across the globe are making rapid transitions to remote teaching. No one will do it perfectly, but everyone will do it. Get help as you need it.  We are here for you.  **The changes you make will be enough**. We believe in you and at the end of the day, [we will survive](https://www.youtube.com/watch?v=CCe5PaeAeew&feature=youtu.be) if we are flexible, adaptable and kind!!

**Communicate with your students – by Friday, and often!**

The biggest indicator of a student having a positive experience in an online course is frequent, clear communication from his/her instructor.  We know students are waiting anxiously to hear from you.  Their worlds have turned upside down in these past two weeks.  Have you reached out yet?  Whenever possible – and daily is not too often – stay in contact with your students, either through email (make sure you have their UNC address), Sakai messages, or Sakai announcements. You can have a big influence if you can take a few moments to check in with them, and let them know you care!

* All faculty instructors are asked to send a message to your students **by Friday, March 19** to let them know you have a plan for the course, and you are looking forward to getting started again next week.  Check with individual students to plan for extenuating circumstances.
* Identify which of your students, if any, plan to graduate this term and do all you can to help them complete their coursework in time for graduation.
* Be flexible – your students will have different levels of access to internet and broadband. Some will likely be working by smartphone.  Some will have children or sick relatives to care for.  Some may be sick themselves.  Do your best to help them come up with a reasonable plan for completing course requirements.
* Keep as much consistency as you can – don’t move your scheduled class time unless there is a very compelling reason to do so!  Students have already planned around it.
* Watch for upcoming policy statements from the university about grading and accommodations.  More will be coming in the next few days.
* Check the [keepteaching.unc.edu/preparation](http://keepteaching.unc.edu/preparation) page often for updates and tips.

**Complete the “Prepare for Remote Teaching” Qualtrics Survey**

* About one-third of lead instructors have already completed this mandatory survey, and we have extended the deadline to hear from YOU.  [If you have already completed the survey – thanks – no need to do it again!]  We know how busy you are, but please take just 5-10 minutes and complete the Prepare for remote Teaching [**QUALTRICS SURVEY**](https://unc.az1.qualtrics.com/jfe/form/SV_cVhFBQUkWqjJ2jX).  When prompted, upload your original syllabus.  We will ask for your new, revised syllabus in the next two weeks – knowing you are still working on revisions!
* Results of the survey will document our spring semester instructional plan at the request of the Provost, and, help identify additional trainings you might find useful.
* Check the [keepteaching.unc.edu/preparation](http://keepteaching.unc.edu/preparation) page often for remote teaching updates and tips

**The remainder of this message is designed to share additional information** **and resources** to help you continue to adapt your courses to remote instruction. Take what you need from this list, what is most helpful, and leave the rest!

**Teach with Zoom**

* Watch and attend Zoom trainings: [UNC central Zoom training](https://keepteaching.unc.edu/training/) and [Gillings Zoom training](https://sph.unc.edu/iis/gillings-remote-teaching-working/)
* When you set up a meeting, you have decisions to make.  Review and apply [Zoom meeting settings](https://keepteaching.unc.edu/strategies/zoom-settings-and-tools-for-managing-online-instructional-activities/)
* If you have TAs, use them as alternate hosts to help you run and schedule sessions for office hours, etc.
* Have a backup plan for students who have low/no bandwidth – this may include phone call-in options or sharing documents with notes
* Check the [Zoom status page](https://status.zoom.us/) before you begin a session so you’re aware of any limitations.
* Review [remote teaching strategies with Zoom](https://keepteaching.unc.edu/strategies/) (includes links to instruction tips)
* Review [tips for successful remote conferencing](https://sph.unc.edu/iis/remote-conferencing-best-practices/)
* **Gillings IT Staff will create Zoom sessions for your class during your scheduled class time.** This will be done for the instructor of record listed in Connect Carolina for each class.  Zoom sessions will be scheduled through the end of the semester.  If you have questions about this process, contact [Help.unc.edu and you will be routed to a Gillings IT staff person.](https://help.unc.edu/)
* Exam days are not scheduled with this process, please stay tuned for more information about scheduling exam dates.
* We are scheduling your Zoom sessions as a courtesy, and especially for newer users to Zoom. You may use or disregard the meetings that IT schedules. **If you have already created Zoom meetings for your class sessions, that’s great, you may use those instead**. Students will only see the link YOU send them.  Just make sure you don’t try to run two meetings simultaneously.

* **There will be more information about Zoom coming –** stay tuned!
  + IMPORTANT: Zoom sessions will not automatically record; you must [manually press record](https://sph.unc.edu/iis/zoom-record/).
  + Before you start teaching in Zoom, we recommend you [set up your Zoom recordings to be automatically delivered in Sakai](https://sph.unc.edu/iis/getting-zoom-recordings-into-sakai/). For help, set up a [30-min Sakai consult](https://go.unc.edu/gillings-consult-booking). Recordings can be retrieved later, not to worry.

**Teach with Sakai**

* Watch/attend [Sakai trainings](https://keepteaching.unc.edu/training/) (both beginner and intermediate trainings now available)
* Use [Sakai messaging and announcements](https://keepteaching.unc.edu/strategies/sakai/) to ensure you’re reaching the email account your students use.
* Review [remote teaching strategies](https://keepteaching.unc.edu/strategies/) (includes links to instructions)
* Use [Sakai tests & quizzes, assignments,](https://keepteaching.unc.edu/strategies/sakai/#sakai-assignments-assessments) or take-home exams for assessments. UNC does not have proctoring services or software. Rely on the [honor code](https://catalog.unc.edu/policies-procedures/honor-code/).

**Reuse/recycle lecture capture content**

* If you recorded lectures with lecture capture in the past, you can [request we make them available to your students this term](mailto:ben_davis@unc.edu), assuming this will not violate FERPA protections

**Get help**

We’ve been gearing up to give you extended support during this time.

* [Help.unc.edu](https://help.unc.edu/) is your first stop for all technical (and even teaching!) questions
* [Keepteaching.unc.edu](https://keepteaching.unc.edu) is UNC’s primary source for guidance and training on pedagogy and teaching tools. There’s even a forum where you can collaborate with faculty colleagues on shared teaching challenges
* [Go.unc.edu/sph-remote](https://sph.unc.edu/iis/gillings-remote-teaching-working/) is Gillings’s set of resources for teaching and working remote
* Schedule a [30-min consult with your GIllings instructional design and Sakai team](https://go.unc.edu/gillings-consult-booking)
* Schedule a [45-min consult with a UNC instructional designer](https://keepteaching.unc.edu/consultations/)

**Finally, BREATHE… and know that you’re doing incredible work!**

These are unprecedented times and the work you’re putting in to adjust your courses for remote teaching is without precedent. Our students are counting on you!  Amazingly, UNC is on-track to have 95-100% of courses ready for remote teaching on Monday – and it’s because of our wonderful faculty and the staff support we have here at UNC and at Gillings!   A number of experienced online teaching faculty members have offered to be peer helpers.  If you are interested in being a peer helper or you would like some peer support, please contact ([linnan@email.unc.edu](mailto:linnan@email.unc.edu)) and we will match you up.  And remember to check [keepteaching.unc.edu/preparation](https://keepteaching.unc.edu/preparation/) page often for remote teaching updates and tips.  We are so grateful to each and every one of you!

Thank you for your patience, expertise, flexibility, adaptability and kindness!!

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