Center for Learning and Teaching
faculty-focused

COVID 19 - FACULTY SUPPORT PLAN
FALL 2020

Old Dominion University
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Faculty support goals</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1. Ensure the faculty’s pedagogical and technical preparedness to teach online</td>
<td>3</td>
</tr>
<tr>
<td>Goal 2. Provide course design and support to faculty teaching online</td>
<td>4</td>
</tr>
<tr>
<td>Goal 3. Provide ongoing training opportunities and support for faculty</td>
<td>4</td>
</tr>
<tr>
<td>On-call support</td>
<td>6</td>
</tr>
<tr>
<td>One-on-one consultation</td>
<td>7</td>
</tr>
<tr>
<td>Online workshops</td>
<td>8</td>
</tr>
<tr>
<td>Self-paced workshops</td>
<td>10</td>
</tr>
<tr>
<td>How-to-guides</td>
<td>11</td>
</tr>
<tr>
<td>Keep Teaching resources</td>
<td>12</td>
</tr>
<tr>
<td>Contact us</td>
<td>14</td>
</tr>
</tbody>
</table>
FACULTY SUPPORT GOALS

Building on lessons learned during ODU’s recent COVID-19 transition to remote teaching at mid-semester during Spring 2020, the Center for Learning and Teaching reiterates its commitment to supporting our faculty’s transition to remote/online teaching. CLT hopes to lessen any anxiety that faculty may have about remote/online teaching by fostering their readiness and by helping them navigate this uncharted territory. Empowering faculty, promoting critical self-reflection, and leveraging technology to serve pedagogical inquiry are the foundations of CLT’s support approach.

Keeping in mind that our faculty are lifelong adult learners, interested in reflecting and renewing their teaching practices, we structured our support plan for Fall 2020 around three goals:

Goal 1. Empower faculty to ensure their pedagogical and technical preparedness to teach online

To accomplish this goal, CLT will continue to:

1. Reach out to faculty who are teaching this Fall to guide them through the transition, to direct them to CLT’s Keep Teaching site, and to address any specific support or training needs
2. Use findings from our Spring 2020 faculty survey to address pedagogical and technical challenges faced during their transition to remote/online teaching during that semester
3. Offer generic workshops on transitioning to remote/online teaching and invite faculty to attend specific workshops based on their pedagogical and technical needs (topics include providing audio feedback, facilitating online discussions, and proctoring exams)

4. Offer a generic Blackboard (Bb) course template, using CLT’s syllabus checklist and other design documents, that faculty can import into their Bb courses

5. Offer the expertise of all CLT staff members in our on-call/email support system to provide one-on-one assistance, as needed

6. Collaborate with other University organizations in faculty forums, technical meetings, etc., as needed.

**Goal 2. Provide course design and support to faculty teaching online**

To share our expertise in online course design, CLT will continue to:

1. Offer several short online self-paced workshops

2. Provide course design templates tailored to faculty needs

3. Provide how-to guides on course design tasks, such as recording online lectures, designing effective online discussions, offering alternative assessments, using Bb, etc.

4. Provide one-on-one faculty support relating to instructors’ course design plans

5. Provide a quality checklist for online courses that faculty can apply to their courses

6. Provide a website of resources for students (Keep Learning site), one that faculty can include in their courses as a centralized location for useful tips, techniques, and services.

**Goal 3. Provide ongoing training opportunities and support for faculty**

To offer training and support to the ODU faculty, CLT will continue to:

1. Offer the expertise of CLT staff members in CLT’s on-call/email support system, including one-on-one support, as needed

2. Offer multiple opportunities for hands-on workshops that address a variety of online/remote teaching issues

3. Provide video archives of select online workshops

4. Update CLT’s FAQ site

5. Provide short how-to-videos and step-by-step tutorials
6. Provide self-paced training/workshops in Blackboard

7. Reinstate a **faculty learning community** that provides faculty with an open space to share resources, ideas, and expertise, to help and to learn from each other, and to express worries and concerns

8. Promote opportunities for faculty training via email, CLT websites, University Announcements, etc.
ON-CALL SUPPORT

CLT offers an on-call staff support team that includes instructional designers, instructional technology specialists, graphics experts, and multimedia designers.

To request CLT’s assistance, please complete the CLT Help Request Form, and a staff member will contact you as soon as possible. You can also email us at clt@odu.edu if you have any general questions.

CLT staff members are available between 8:00 am and 5:00 pm to assist faculty with a variety of topics and services, such as:

<table>
<thead>
<tr>
<th>Blackboard</th>
<th>Using the Keep Teaching Bb course template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course content</td>
<td>Planning your course</td>
</tr>
<tr>
<td>Online tests</td>
<td>Reviewing your course syllabus</td>
</tr>
<tr>
<td>Assignments</td>
<td>Building online content</td>
</tr>
<tr>
<td>Grade Center</td>
<td>Recording online lectures</td>
</tr>
<tr>
<td>Discussions</td>
<td>Designing a course assignment</td>
</tr>
<tr>
<td>Organizations</td>
<td>Creating accessible course content</td>
</tr>
<tr>
<td></td>
<td>Facilitating online discussion</td>
</tr>
<tr>
<td>Google Apps</td>
<td>Providing feedback to students</td>
</tr>
<tr>
<td>Kaltura</td>
<td>Developing an online assessment</td>
</tr>
<tr>
<td>PLE</td>
<td>Proctoring exams</td>
</tr>
<tr>
<td>Respondus LockDown Browser</td>
<td>Developing rubrics</td>
</tr>
<tr>
<td>Video/Audio</td>
<td></td>
</tr>
<tr>
<td>VoiceThread</td>
<td></td>
</tr>
<tr>
<td>WordPress</td>
<td></td>
</tr>
<tr>
<td>Zoom</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
</tr>
</tbody>
</table>

Coming soon: a “Zoom Room” that faculty can join for immediate help during business hours.
ODU’s Center for Learning and Teaching (CLT) offers confidential, one-on-one consultations across a variety of topics: instructional design, online pedagogy, and educational technology, among others.

CLT also offers department-wide consultations and customized workshops to address your department’s specific needs.

Consultations are held virtually via Zoom or Microsoft Teams. To request an individual or a group consultation, please complete the CLT Help Request Form, or email us at clt@odu.edu.
ONLINE WORKSHOPS

CLT offers workshops on online pedagogy and educational technology to support faculty members as they prepare, develop, and teach their courses online.

Workshop topics include:

• Preparing to Teach Your Summer Course Remotely
• Bb: Zoom Integration
• Bb: Online Getting Started
• Bb: Voice Thread Basics
• Bb: Voice Thread Assignments
• Bb: Assignments/Tests
• Bb: Kaltura Assignments & Capture
• Bb: Kaltura Share Media
• Bb: Copying/Preparing Your Course Site
• Effective Home Recording Strategies
• Recording Effective Lectures
• Online Accessibility Workshop Series
• Online Discussions: Design Strategies and Essentials
• Online Assessment Strategies
• Providing Timely Feedback to Your Students
• Dynamic Presentations: Narrated PowerPoint
• Proctoring with Zoom and Bb
• Zoom: Online Web Conferencing Basics

CLT workshops are offered via Zoom and are available to all ODU faculty. Please visit the CLT Event System to view and to register for our upcoming workshops.
SELF-PACED WORKSHOPS

CLT offers convenient, flexible, self-paced workshops for ODU faculty members. Self-paced workshop topics include:

- Establishing Presence in Your Online Course
- Preparing Your Online Students for Success
- Recording Effective Mini-Lectures
- Developing a Well-organized Course
- Providing Timely Feedback to Your Students
- Promoting Effective Reading Strategies
- Assessing Your Students’ Learning and Proctoring Exams
- Planning and Facilitating Quality Online Discussions
- Making Instructional Content Accessible
- Rapid Online Course Design

These self-paced workshops are available, any time, to ODU faculty through the CLT Event System.
CLT has developed comprehensive how-to guides on a variety of topics, such as recording lectures, screencasting, and narrating presentations. Below is a list of step-by-step guides designed to help our faculty use recording tools commonly employed at ODU.

GUIDES FOR HOME RECORDING STRATEGIES WITH ODU-SUPPORTED TECHNOLOGIES

Record a Full-Screen Lecture:

- **Talking Head – Zoom**
  This guide explains how to record a full-screen video lecture for your class, using Zoom

- **Narrated Slides – PowerPoint**
  This guide explains how to record a narrated presentation for your class, using PowerPoint

- **Annotate Slideshow – Zoom**
  This guide explains how to record a full-screen annotated presentation for your class, using Zoom

- **Whiteboard/drawing – Zoom, VoiceThread**
  This guide explains how to record a lecture while writing on a whiteboard and/or drawing, using Zoom and VoiceThread.

- **Screencasting for Demonstrations – Zoom**
  This guide explains how to record a screencast of a demonstration-based lecture, using Zoom

- **Physical Document or Sketch – Zoom**
  This guide explains how to record a lecture while showing a document or a sketch, using Zoom

- **Share Your Recorded Lectures With YouTube**
  This guide explains how to upload and share your recorded lectures with your students, using YouTube
KEEP TEACHING RESOURCES

Keep Teaching Site (We are reorganizing the KT site content, and the links below will be updated when it is ready.)

The Keep Teaching site is designed to help you get started if you are new to online teaching, or to further your expertise if you are an experienced online teaching faculty member. This newly redesigned website includes a plethora of resources, guides, tips, and other information.

- **Getting Started** includes information and resources that support faculty in assessing their needs; preparing their Blackboard courses; and establishing approaches to communicate with students effectively.

- **Strategies** introduces online pedagogies and provides material for such key tasks as delivering effective lectures that engage students, facilitating online discussions, and offering online assessments.

- **How Do I...** provides a searchable menu of resources for managing your online course before, during, and after the semester. These resources include workshops, video tutorials, and how-to guides. Faculty can select the task that they want to complete, and they will be offered the relevant resources. These tasks can be anything from online pedagogy (e.g., “How Do I... teach online?”) to educational technology (e.g., “How Do I... use Zoom in my online course?”).

- Keep Teaching also includes sections to direct faculty to Resources, CLT Events and training, FAQs, and more.
Online Faculty Learning Community

The Online Faculty Learning Community: The OFLC is a collaborative space where faculty can share ideas and experiences about online teaching and learn from one another. This platform provides a space for faculty to:

- Help one another by sharing resources, tips, and lessons learned from their recent transition to remote teaching
- Ask questions and seek guidance from peers
- Identify solutions to common problems as they arise, and learn about what pitfalls to avoid
- Share their reflections, concerns, and (perhaps) trepidations

CLT’s YouTube channel

CLT’s YouTube channel: This channel includes video tutorials prepared by CLT about online pedagogies and educational technologies.

Keep Learning Site

Keep Learning website: This website provides tips, suggestions, and resources for students on effective ways to learn online. It also includes direct links and contact information for all services available to ODU students. Faculty can include this resource in their courses, and it should help their students to become successful online learners.
CONTACT US

CLT staff are available to ensure your pedagogical and technical preparedness to teach online. Please complete the CLT Help Request Form, or email us clt@odu.edu.