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Sent: Wednesday, March 11, 2020 8:57 AM
To: CDIL <CDIL@rhodesstate.edu>
Subject: Migrating Your Class to Canvas and Online Delivery
Importance: High

Good Morning,

As was indicated in the email from Dr. Spiers last evening, all face-to-face classes and labs have been suspended through April 3, 2020. Starting Monday, March 16, these courses will be taught online via Canvas.

To assist faculty who must now deliver content online, the CDIL has prepared a module in Canvas called *Teaching Online in the Event of a Campus Closure* and can be found in the **CDIL Resources Community** located in Canvas. The module contains:

1. Information and tutorials on how to upload content into modules so you students can find the instructional materials they need.
2. Recommended layout for the modules so that you can get content online quickly and efficiently.
3. What constitutes instructional materials, learning activities, and assessment.
4. Tools used to support content – with tutorials on how to use them.
5. Information on Lockdown Browser.
6. Communicating with students online – this will be stressful for not only you but for them. Be available, flexible, and communicate often.
7. Additional resources from around the web to consider as you determine how to move online

Additionally, tutorials are available on how to send emails through Canvas (Conversation), how to have a discussion online (Discussion Board), how to develop quizzes/tests online, and how to hold virtual meetings (Conferences) with your students.

All faculty are already enrolled in the CDIL Resources Community and can be found on your dashboard when you log into Canvas. If you have difficulty locating it, please contact Scott States, states.s@rhodesstate.edu, X8082 or Brad Kunz, kunz.b@rhodesstate.edu, X8424 and they can assist you.

The members of the CDIL, Brad Kunz, Scott States and Jean Wisuri are available to answer questions as you move your content online. Please contact them either by email or phone. If you cannot reach them by phone, please leave a message and they will return your call as soon as possible. They can also be reached through the CDIL email at cdil@rhodesstate.edu. Lastly, the CDIL will be available in KH236 throughout the rest of the week 8am – 5pm if you want to stop in and see them.

We look forward to working with you.

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